PRAIS: Performance Review and Assessment of Implementation System

User manual for the PRAIS Portal

Prepared by UNEP-WCMC

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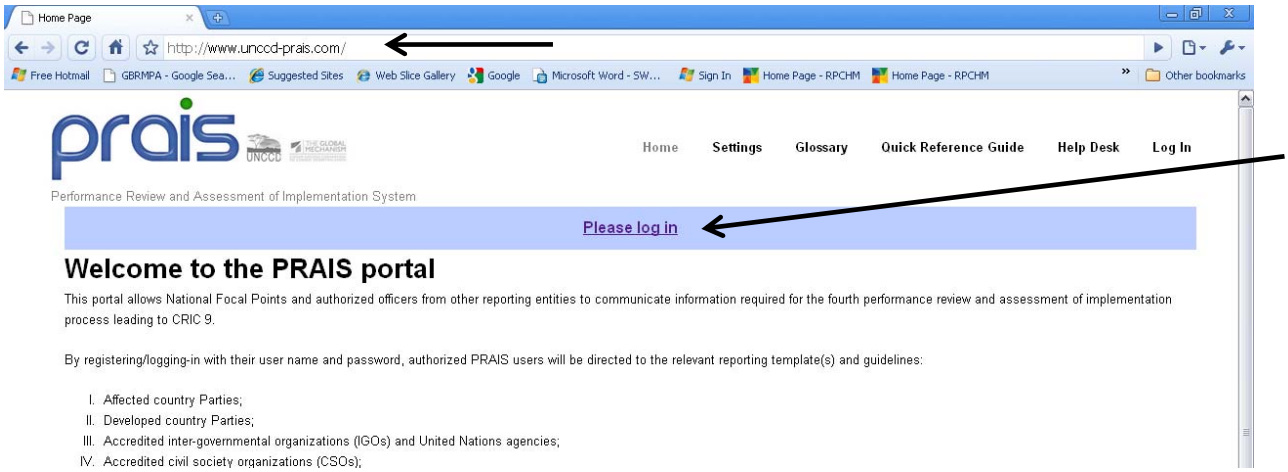
0. System Requirements

The PRAIS Portal can be run on a variety of web browsers including Internet Explorer, Mozilla Firefox and Google Chrome. However, the system is optimized to work more efficiently with the latest versions of these browser.

Internet Explorer users, in particular, are strongly recommended to upgrade their browser to the latest Internet Explorer 8 as a number of technical issues have been documented using older versions.

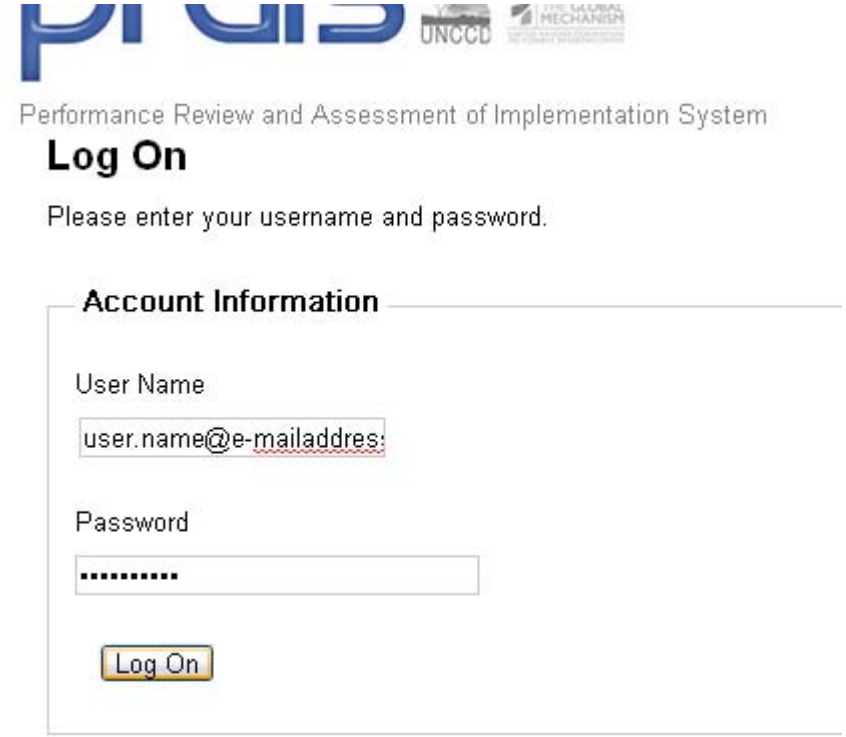
1. Accessing the PRAIS Portal

The PRAIS Portal can be accessed through your web browser. Just enter the following address and you will be taken to the PRAIS Home page: **http://www.unccd-prais.com**


Home Page
http://www.unccd-prais.com/
Home
Settings
Glossary
Quick Reference Guide
Help Desk
Log In
Performance Review and Assessment of Implementation System
Please log in
Welcome to the PRAIS portal
This portal allows National Focal Points and authorized officers from other reporting entities to communicate information required for the fourth performance review and assessment of implementation process leading to CRIC 9.
By registering/logging-in with their user name and password, authorized PRAIS users will be directed to the relevant reporting template(s) and guidelines:
I. Affected country Parties;
II. Developed country Parties;
III. Accredited inter-governmental organizations (IGOs) and United Nations agencies;
IV. Accredited civil society organizations (CSOs);

2. Logging in

When you reach the PRAIS Portal homepage, click on the Please log in link at the top of the screen which will take you to the log-in page as shown below:



Prior to logging on, you should have received an official e-mail from the UNCCD Secretariat inviting you to access the PRAIS Portal.

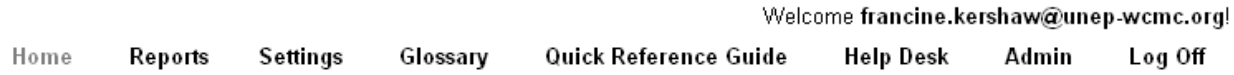
Your user-name is the **full** e-mail address that this invite was sent to and the password is provided in the text of the invite e-mail.

Enter these details and click the **Log On** button.

When you have successfully logged on to the PRAIS Portal, a **welcome message** will appear in the top right hand corner of the page and you will be provided with a link to **Access the Reports**:

3. The Primary menu

The primary navigation menu for the PRAIS Portal is always present at the top of the screen. The majority of these pages are available before you have logged in to the Portal and additional pages, most notably the 'Reports page, become available following log-in. The options that you have in the primary menu are related to the type of Reporting Entity you are.



To assist you in navigating the site, the name of the page you are currently using becomes greyed out in the primary menu. An example of this can be seen in the figure above where **Home** is greyed out when the user is currently viewing the Home page.

3.1. Home

The Home page welcomes the user to the PRAIS Portal and provides an overview of the reporting process, the different authorised PRAIS Reporting Entities, the different sections of each reporting template, and the timeline for reporting.

Details of how to contact the UNCCD PRAIS **Helpdesk** facilities (prais-support@unccd.int) are provided at the bottom of the page.

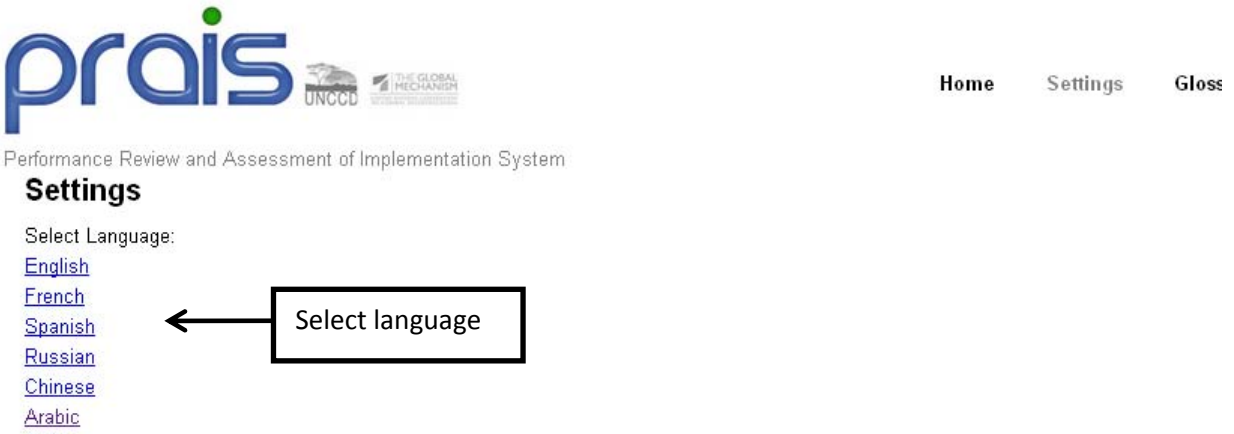
Users can access the **Log-in** pages and the **Reports** directly from the Home page.

3.2. Reports

Once logged into the system, the reporting templates are accessible through the Reports link of the primary menu or the Access the Reports link in the Home page.

3.3. Settings

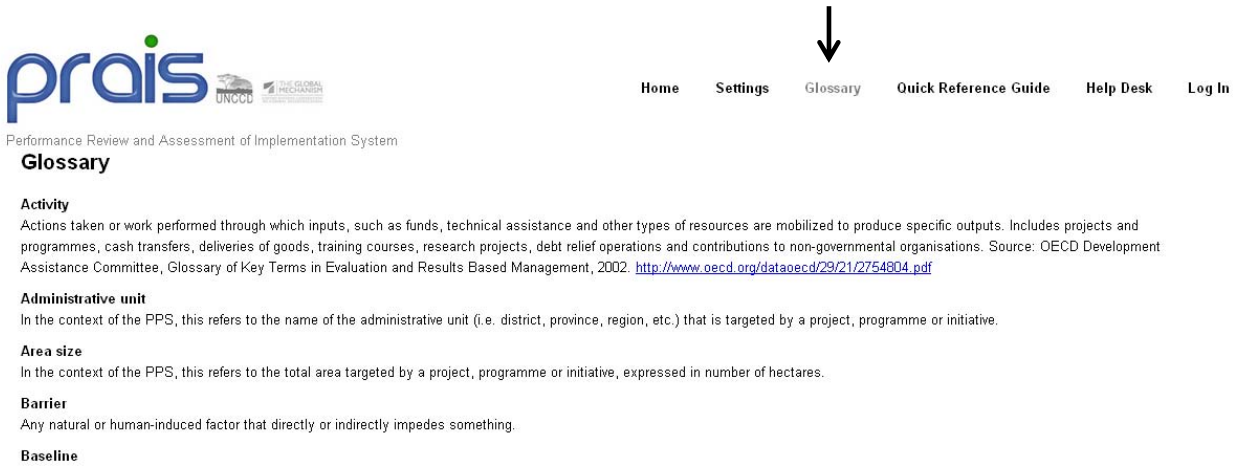
The PRAIS Portal is available for use in all six UN languages. You can select which language you wish to use in the Settings page:



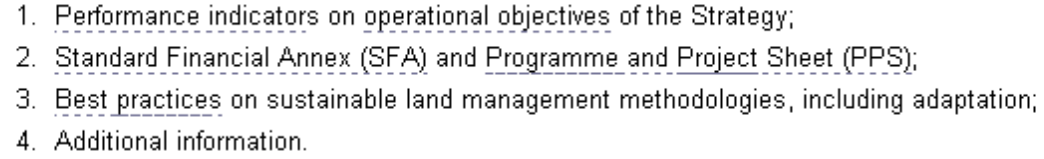
3.4. Glossary

The PRAIS Portal provides a detailed, dynamic glossary of terms to assist you in understanding and completing the reports. The glossary can be accessed in one of two ways:

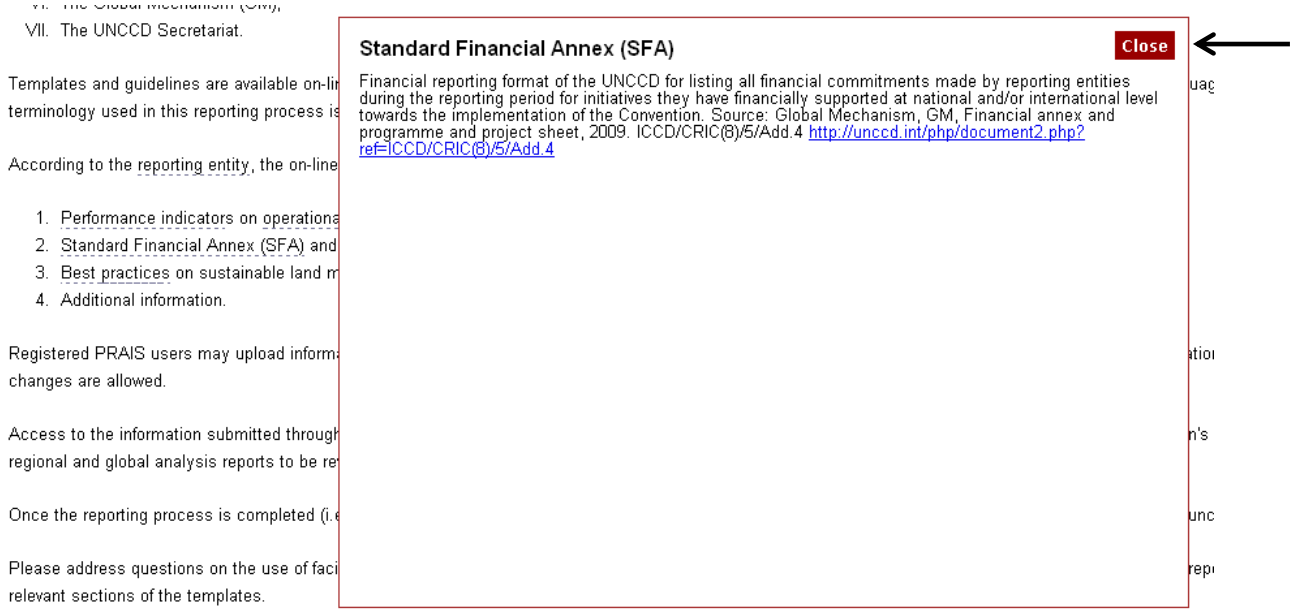
1. The entire glossary can be viewed by clicking on the **Glossary** link in the **primary menu**:


Home
Settings
Glossary
Quick Reference Guide
Help Desk
Log In
Performance Review and Assessment of Implementation System
Glossary
Activity
Actions taken or work performed through which inputs, such as funds, technical assistance and other types of resources are mobilized to produce specific outputs. Includes projects and programmes, cash transfers, deliveries of goods, training courses, research projects, debt relief operations and contributions to non-governmental organisations. Source: OECD Development Assistance Committee, Glossary of Key Terms in Evaluation and Results Based Management, 2002. http://www.oecd.org/dataoecd/29/21/2754804.pdf
Administrative unit
In the context of the PPS, this refers to the name of the administrative unit (i.e. district, province, region, etc.) that is targeted by a project, programme or initiative.
Area size
In the context of the PPS, this refers to the total area targeted by a project, programme or initiative, expressed in number of hectares.
Barrier
Any natural or human-induced factor that directly or indirectly impedes something.
Baseline

2. The glossary can also be accessed during completion of the reports. All terms that appear in the glossary are activated as hyperlinks throughout the PRAIS Portal. Terms that link to the glossary can be identified in the Portal by being underlined by a dashed line, and also by the cursor changing to a question mark when it hovers over a glossary term. The example below is taken from the Home page and illustrates the dashed underlining for a number of glossary terms:


1. Performance indicators on operational objectives of the Strategy;
2. Standard Financial Annex (SFA) and Programme and Project Sheet (PPS);
3. Best practices on sustainable land management methodologies, including adaptation;
4. Additional information.

Clicking on any of the hyperlinked glossary terms opens a box in the centre of the screen that contains the definition. This box can be closed by clicking the **close** button in the right hand corner, as shown on the next page.


VII. The UNCCD Secretariat.
Templates and guidelines are available on-li
terminology used in this reporting process is
According to the reporting entity, the on-line
1. Performance indicators on operationa
2. Standard Financial Annex (SFA) and
3. Best practices on sustainable land m
4. Additional information.
Registered PRAIS users may upload informa
changes are allowed.
Access to the information submitted through
regional and global analysis reports to be re
Once the reporting process is completed (i.e
Please address questions on the use of faci
relevant sections of the templates.
Standard Financial Annex (SFA)
Close
Financial reporting format of the UNCCD for listing all financial commitments made by reporting entities during the reporting period for initiatives they have financially supported at national and/or international level towards the implementation of the Convention. Source: Global Mechanism, GM, Financial annex and programme and project sheet, 2009. ICCD/CRIC(8)/5/Add.4 http://unccd.int/php/document2.php?ref=ICCD/CRIC(8)/5/Add.4

3.5. Quick Reference Guide

The Quick Reference Guide provides direct access to additional information on:

1) Relevant Activity Codes;
2) Rio Markers; and
3) OECD Purpose Codes

Home
Settings
Glossary
Quick Reference Guide
Help Desk
Performance Review and Assessment of Implementation System
Quick reference guide
Summary
By its decision 13/COP.9 on improving the procedures for communication of information as well as the quality and format of reports to be submitted to the Conference of the Parties (COP), tl
decided that the relevant activity codes (RACs) should be regularly updated by the Global Mechanism (GM) and published on its website.
By the same decision 13/COP.9 the COP requested the secretariat to develop, in collaboration with the GM, clear guidelines for the use of the Rio markers and RACs, to be made available t
Parties and other reporting entities at the beginning of the reporting process to enable them to comply with reporting obligations and deadlines.
The present document contains information on relevant activities codes, Rio markers and purpose codes.
I. Relevant Activity Codes
1. The Relevant Activity Codes (RACs) indicate categories of measures that are typically put in place to combat desertification, land degradation and drought.
2. These categories are derived from the text of the United Nations Convention to Combat Desertification (UNCCD) and from the 10-year strategic plan and framework to enhance the implem
of the Convention (2008–2018) (The Strategy).

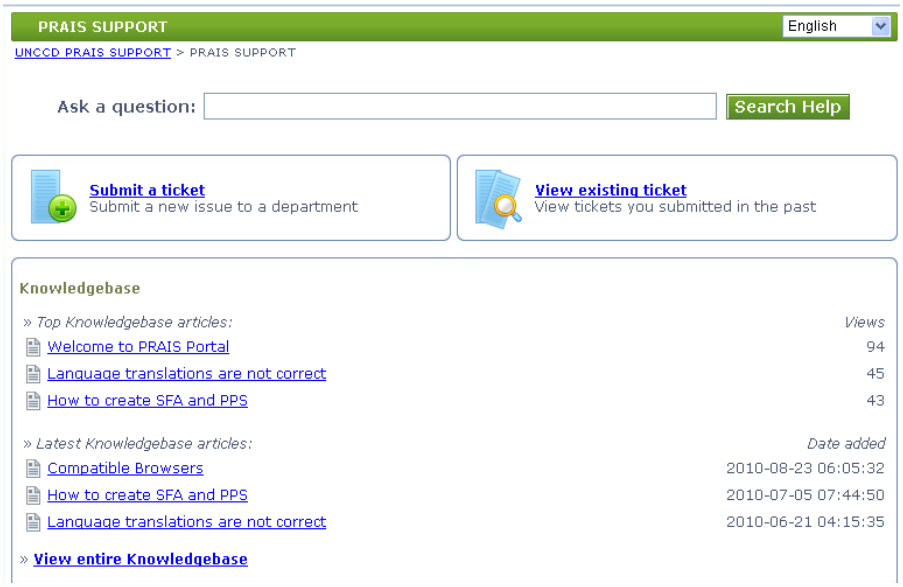
3.6. Helpdesk

Through the primary menu accessible on the top-right of the PRAIS portal, Reporting entities can also access to a **Helpdesk** system that has been established to deal with any type of queries concerning the PRAIS portal and, more broadly, the reporting process.

The **Helpdesk** link ensures a direct access to the URL http://support.unccd.int/ where queries and request for support can be submitted simply by clicking on the **Submit a ticket** button. A 24/7 team of professional has been put in place to assist reporting entities throughout the reporting process.

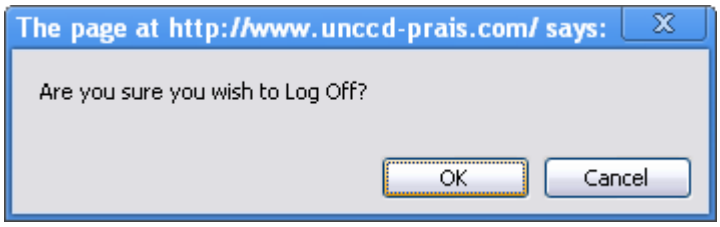
Submitted queries can be monitored by clicking on **View Existing Ticket** button and entering the ticket number associated with one of your queries.

Finally, the helpdesk also serves as a repository for Frequently Asked Questions through the **Knowledge base** which includes several articles on a variety of topics.


PRAIS SUPPORT
English
UNCCD PRAIS SUPPORT > PRAIS SUPPORT
Ask a question:
Search Help
Submit a ticket
Submit a new issue to a department
View existing ticket
View tickets you submitted in the past
Knowledgebase
» Top Knowledgebase articles:
Views
Welcome to PRAIS Portal 94
Language translations are not correct 45
How to create SFA and PPS 43
» Latest Knowledgebase articles:
Date added
Compatible Browsers 2010-08-23 06:05:32
How to create SFA and PPS 2010-07-05 07:44:50
Language translations are not correct 2010-06-21 04:15:35
» View entire Knowledgebase

3.7. Log off

You can easily log off from the PRAIS Portal by clicking the **Log Off** link on the far right of the **primary menu**. When you choose this option, you will be asked to confirm your decision to log off by clicking **OK** in the following window:



If you click **OK** and log off, you will be returned to the Home page with the option to **Please log in** to the site. The welcome message will also have disappeared.

If you click **Cancel**, you will remain logged in and able to continue your use of the Reports.

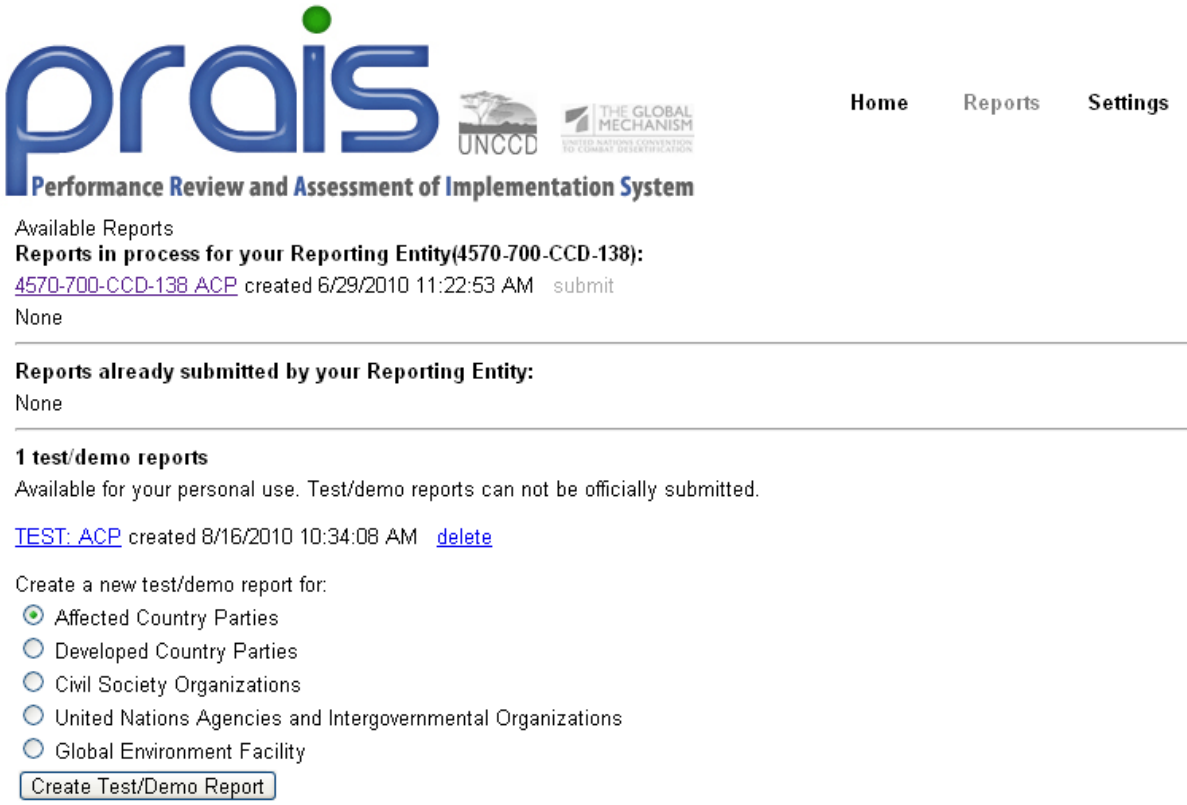
4. Accessing the reports

Once logged into the system, the reporting templates are accessible through the **Reports** link of the primary menu or the **Access the Reports** link in the Home page.

Through these links the Reporting Entity will be able to access three categories of reports:

1) **Reports in process**
2) **Reports already submitted**
3) **Test/demo reports**[1]

[1] It must be noted that the possibility to create Test/demo report is a functionality that has been developed to facilitate training on the new reporting format and needs not to be used for official reporting purposes.



1) Reports in Process

The Report in progress represents the official templates that the Reporting Entity is expected to fill in for the purpose of the 4th Reporting Cycle. Depending on whether they are reporting to the Convention as Affected Country Party, Developed Country Party, UN Agencies and Intergovernmental Organizations, GEF secretariat or Civil Society Organizations, each Reporting Entity will be able to access the most appropriate reporting template.

It must be noted that country Parties that are both Affected and Developed will be requested to submit 2 reports in accordance with the specific guidance provided in the reporting templates.

2) Reports already submitted by your reporting entity

Through this link the Reporting entities will be able to access reports previously entered into PRAIS and already submitted to the UNCCD Secretariat. This option will only become relevant after the submission of your first report under the PRAIS system in 2010 and throughout subsequent reporting cycles, notably in the year 2012, 2014, 2016 and 2018.

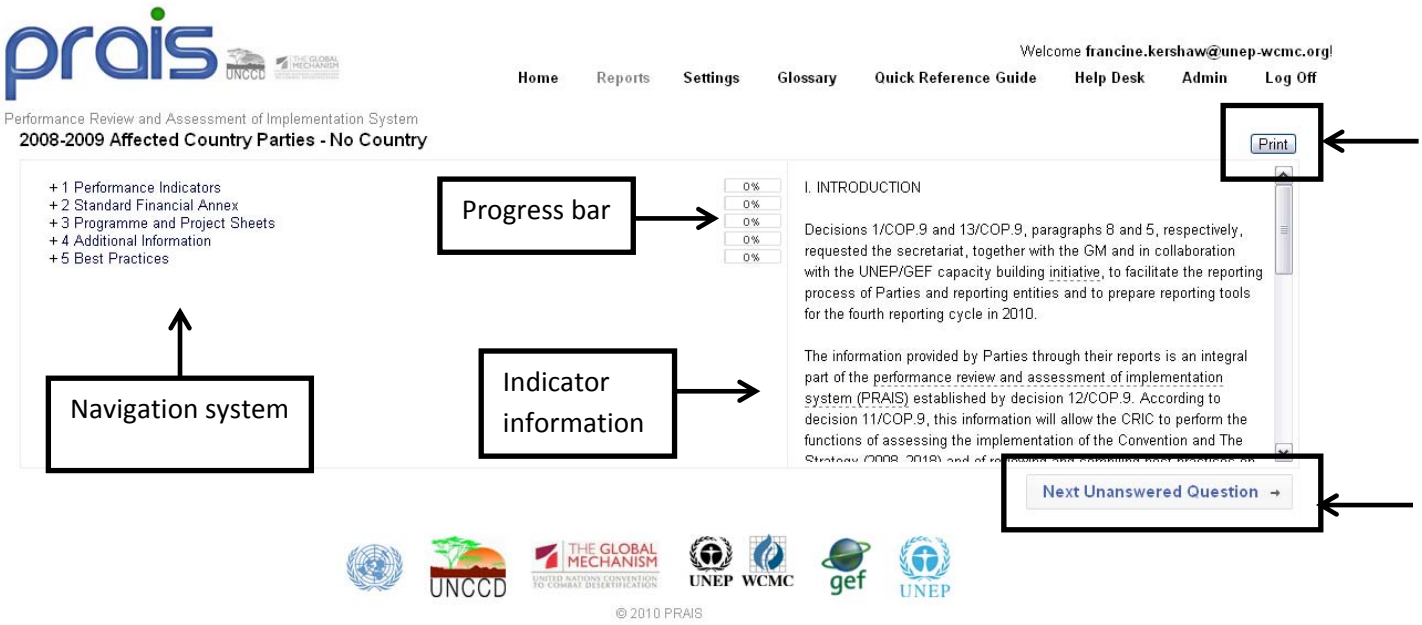
3) Test/demo reports

Test/demo reports are created to facilitate training and familiarization of the Reporting Entity with the new reporting format and needs not to be used for official reporting purposes.

5. The reports

5.1. Page layout

Once you have selected the report you are going to complete in the session (see **section 4**) you will be taken to the following screen, as shown below for Affected Country Parties. The basic components of the reporting section of the Portal, the **navigation system**, **indicator information**, **progress bar**, and the **next unanswered question** and **print** buttons are then described in detail:


Welcome francine.kershaw@unep-wcmc.org!
Home
Reports
Settings
Glossary
Quick Reference Guide
Help Desk
Admin
Log Off
Performance Review and Assessment of Implementation System
2008-2009 Affected Country Parties - No Country
Print
+ 1 Performance Indicators
+ 2 Standard Financial Annex
+ 3 Programme and Project Sheets
+ 4 Additional Information
+ 5 Best Practices
Progress bar
0%
0%
0%
0%
0%
I. INTRODUCTION
Decisions 1/COP.9 and 13/COP.9, paragraphs 8 and 5, respectively, requested the secretariat, together with the GM and in collaboration with the UNEP/GEF capacity building initiative, to facilitate the reporting process of Parties and reporting entities and to prepare reporting tools for the fourth reporting cycle in 2010.
The information provided by Parties through their reports is an integral part of the performance review and assessment of implementation system (PRAIS) established by decision 12/COP.9. According to decision 11/COP.9, this information will allow the CRIC to perform the functions of assessing the implementation of the Convention and The
Navigation system
Indicator information
Next Unanswered Question
UNCCD
THE GLOBAL MECHANISM
UNEP
WCMC
gef
UNEP
© 2010 PRAIS

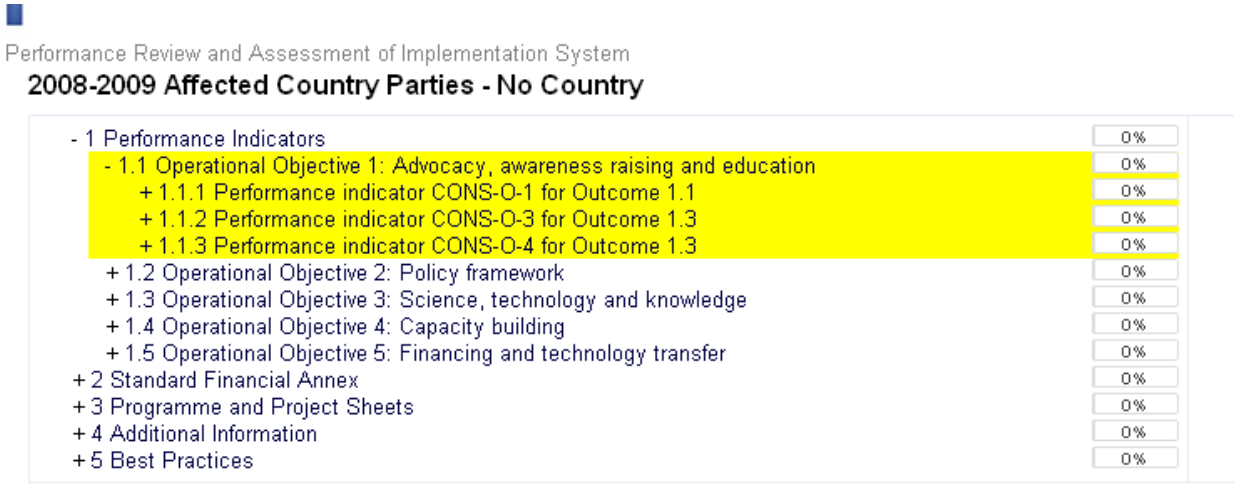
5.1.1. Navigation system

You can use the PRAIS Portal navigation system to move easily between different sections of report. The reports can appear lengthy and complex so the navigation system has been designed to enable you to understand which section of the report you are completing at any time during your session.

Key design features of the navigation system include intuitive hierarchical numbering for identification of sections and sub-sections of the report, for example **1, 1.1, 1.1.1** for **Performance indicators**, **Operational objective 1**, **Performance indicator CONS-O-1 for Outcome 1.1**, as demonstrated in the screenshot below.

+ and **-** symbols on the left hand side indicate where the navigation system can be further expanded or collapsed by clicking with the mouse.

The navigation system also as **highlights** the section of the report you are currently completing.


Performance Review and Assessment of Implementation System
2008-2009 Affected Country Parties - No Country
- 1 Performance Indicators 0%
- 1.1 Operational Objective 1: Advocacy, awareness raising and education 0%
+ 1.1.1 Performance indicator CONS-O-1 for Outcome 1.1 0%
+ 1.1.2 Performance indicator CONS-O-3 for Outcome 1.3 0%
+ 1.1.3 Performance indicator CONS-O-4 for Outcome 1.3 0%
+ 1.2 Operational Objective 2: Policy framework 0%
+ 1.3 Operational Objective 3: Science, technology and knowledge 0%
+ 1.4 Operational Objective 4: Capacity building 0%
+ 1.5 Operational Objective 5: Financing and technology transfer 0%
+ 2 Standard Financial Annex 0%
+ 3 Programme and Project Sheets 0%
+ 4 Additional Information 0%
+ 5 Best Practices 0%

5.1.2. Indicator information

When you select a section of the report using the navigation system, contextual information for that section/indicator appears in the scrollable window to the right hand side of the navigation system. This information may include:

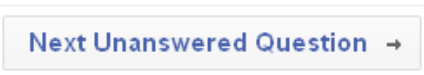
- the definition for the section/indicator;
- context to help you understand the section/indicator;
- the data needed to complete that section of the report;
- an indication of the data sources needed;
- recommendations of terms to check in the glossary; and
- the overall reporting target.

5.1.3. Progress bar

The progress bar can be found to the right of the navigation system and communicates an indication of the percentage completion of the report, and enables you to identify sections of the report that are complete and those that need further work. The progress bar is dynamically linked to the questions in the report and is updated every time a question is answered and saved as '**complete**' or '**no answer**' and you have moved on to the next question (see **section 5.2.6.** of the user manual).

It must be noted that the progress bar does not provide an exact measure of the progress for specific sections such as SFA, PSS and Best Practices as the level of completion depends on the final number of entries that the user intends to input.

5.1.4. Next unanswered question

The 

button located in the far right of the screen underneath the **Indicator information** window enables you to easily locate and move to the next uncompleted question in the report without having to search through the navigation system. This is particularly useful when reports are at intermediate stages of completion.

5.1.5. Print

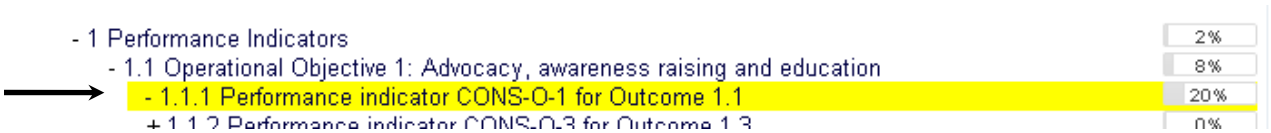
The

button is located in the far right of the screen above the **Indicator information** window and is always accessible from any page on the site. Clicking the Print button will open a window in your web browser with the entire report and all of the information you have entered available in a printable format.

5.2 Inputting information

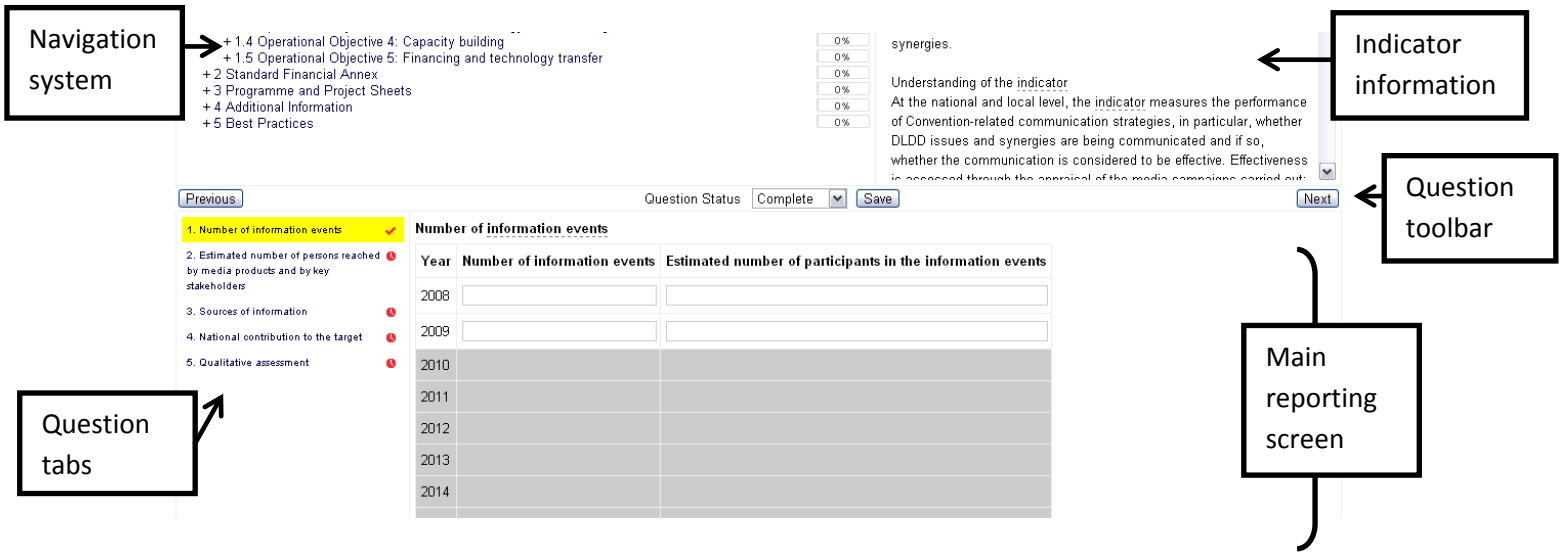
5.2.1. Selecting a section to complete

To begin entering information into the online reports you must first select a section of the report you wish to complete. You can either choose to go directly to the **next unanswered question** upon entering the **Reports** (see **section 5.1.4**. of the user manual) or you can manually select a question by expanding the navigation system and clicking on the question you wish to answer.


- 1 Performance Indicators
2%
- 1.1 Operational Objective 1: Advocacy, awareness raising and education
8%
- 1.1.1 Performance indicator CONS-O-1 for Outcome 1.1
20%
+ 1.1.2 Performance indicator CONS-O-3 for Outcome 1.3
0%

5.2.2. Navigating through the questions

Once you have selected a section of the report to complete, the corresponding questions for that section will appear at the bottom of the page, under the navigation system and indicator information:


Navigation system
+ 1.4 Operational Objective 4: Capacity building
+ 1.5 Operational Objective 5: Financing and technology transfer
+ 2 Standard Financial Annex
+ 3 Programme and Project Sheets
+ 4 Additional Information
+ 5 Best Practices
synergies.
Understanding of the indicator
At the national and local level, the indicator measures the performance of Convention-related communication strategies, in particular, whether DLDD issues and synergies are being communicated and if so, whether the communication is considered to be effective. Effectiveness
Indicator information
Previous
Question Status
Complete
Save
Next
Question toolbar
1. Number of information events
2. Estimated number of persons reached by media products and by key stakeholders
3. Sources of information
4. National contribution to the target
5. Qualitative assessment
Question tabs
Number of information events
Year
Number of information events
Estimated number of participants in the information events
2008
2009
2010
2011
2012
2013
2014
Main reporting screen

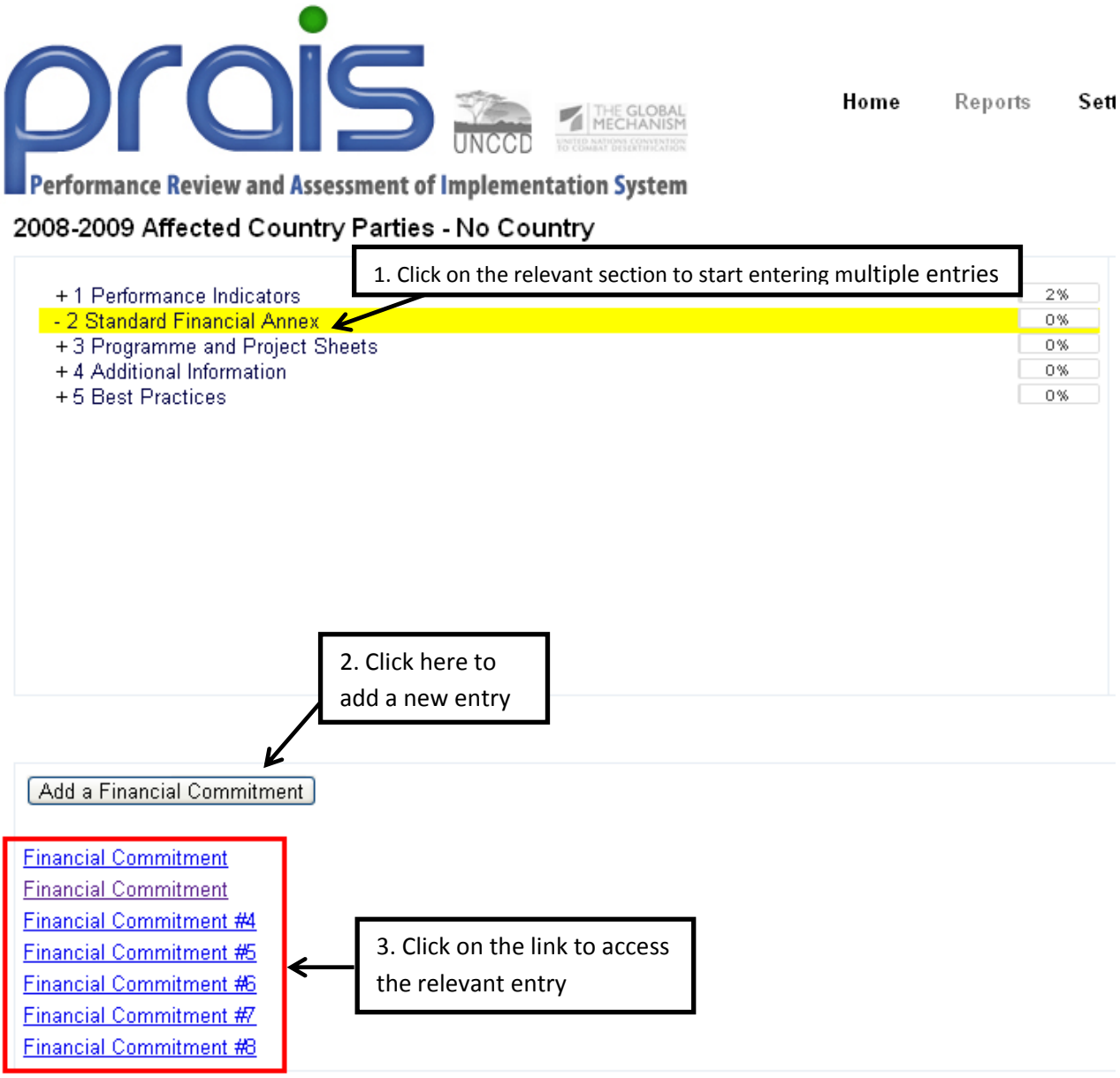
The majority of sections for the report have more than one question associated with them and these are numbered and listed in the **tabs** to the left hand side of the main reporting screen. The question that you are currently viewing is highlighted yellow.

You can click directly on these **tabs** to move between questions or you can progress linearly through the questions using the **Previous** and **Next** buttons (green arrows) located to the far left of the **Question toolbar** as shown in the screenshot above.

5.2.3. Inputting multiple entries for SFA, PPS and Best Practices

The **Standard Financial Annex (SFA)**, **Programme and Project Sheet (PPS)** and **Best Practice** sections of the report require that you input multiple entries, answering the same questions for each entry.

After having clicked on the relevant section in the navigation tree (for example the **Standard Financial Annex** as shown below), the button **Add a Financial Commitment**, **Add a Programme and Project Sheet** or **Add a Best Practice** will appear at the bottom of the screen allowing you to add as many Financial Commitments, Project Sheets or Best Practices as required. The system will also show a numbered list of any entries inputted in the PRAIS portal.

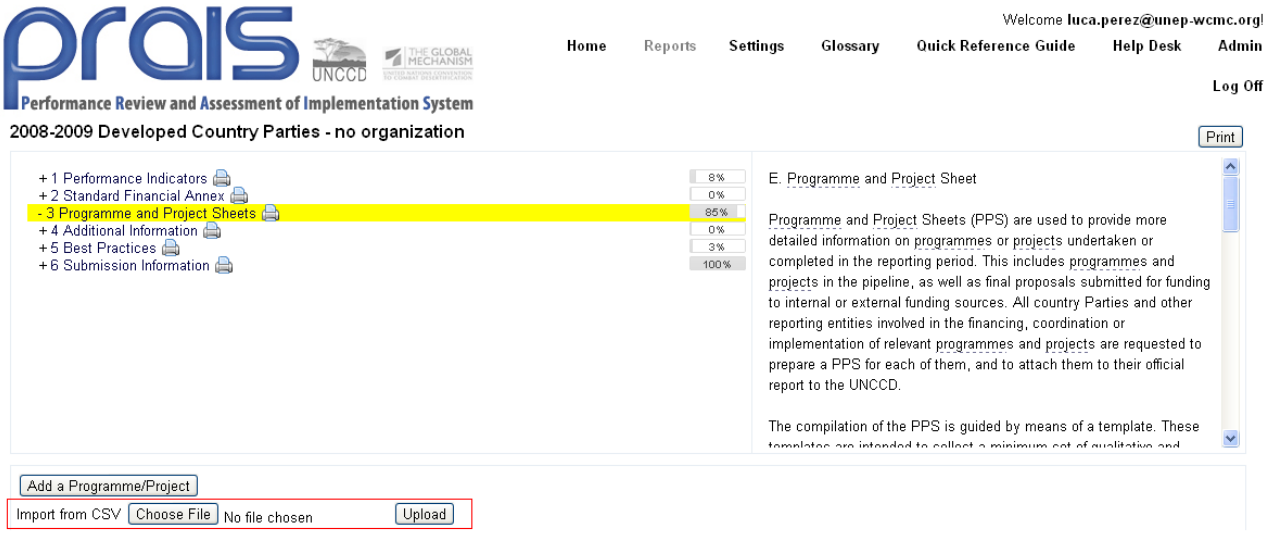

prais
Performance Review and Assessment of Implementation System
UNCCD
THE GLOBAL MECHANISM
Home
Reports
Sett
2008-2009 Affected Country Parties - No Country
1. Click on the relevant section to start entering multiple entries
+ 1 Performance Indicators 2%
- 2 Standard Financial Annex 0%
+ 3 Programme and Project Sheets 0%
+ 4 Additional Information 0%
+ 5 Best Practices 0%
2. Click here to add a new entry
Add a Financial Commitment
Financial Commitment
Financial Commitment
Financial Commitment #4
Financial Commitment #5
Financial Commitment #6
Financial Commitment #7
Financial Commitment #8
3. Click on the link to access the relevant entry

In order to **delete** a specific SFA, PPS or Best Practice entry, after having accessed the specific entry you will be able to see a **Delete** button next to the Financial Commitment, PPS or Best Practice name in the main Navigation as shown in the screenshot below

Performance Review and Assessment of Implementation System
2008-2009 Affected Country Parties - No Country
+ 1 Performance Indicators
- 2 Standard Financial Annex
+ Financial Commitment #5
Delete
- 2.1 Financial Commitment
+ 3 Programme and Project Sheets
+ 4 Additional Information
+ 5 Best Practices
Click on the Delete button next to the entry name in order to delete a Financial Commitment, PPS or Best Practice entry.
In Progress
1. Reporting Entity
2. Funding Organization
3. Name of activity funded
4. Identification code
5. Recipient Country(ies) or (sub) region(s)
6. Recipient Organization(s)
7. Executing Agency(ies)
8. Commitment date (dd/mm/yyyy)
9. Currency/Amount committed
10. Type of funding
Currency/Amount committed
Indicate the currency denomination of the financial
showing the entire figure (e.g. enter 1500000 to ind
--Select One--

5.2.4. Importing multiple Financial Commitments (SFA) and Programme and Project Sheets using the excel template.

In alternative to entering Financial Commitments (SFA) and Programme and Project Sheets one at a time, reporting entities that need to enter in PRAIS a large number of projects, initiatives, commitments may make use of the Excel spreadsheet circulated during the training phase using the functionality **Import from CSV** which is available in the main page of the 2 sections as shown in the screenshot below:


Performance Review and Assessment of Implementation System
Welcome luca.perez@unep-wcmc.org!
Home
Reports
Settings
Glossary
Quick Reference Guide
Help Desk
Admin
Log Off
2008-2009 Developed Country Parties - no organization
Print
+ 1 Performance Indicators
+ 2 Standard Financial Annex
- 3 Programme and Project Sheets
+ 4 Additional Information
+ 5 Best Practices
+ 6 Submission Information
8%
0%
85%
0%
3%
100%
E. Programme and Project Sheet
Programme and Project Sheets (PPS) are used to provide more detailed information on programmes or projects undertaken or completed in the reporting period. This includes programmes and projects in the pipeline, as well as final proposals submitted for funding to internal or external funding sources. All country Parties and other reporting entities involved in the financing, coordination or implementation of relevant programmes and projects are requested to prepare a PPS for each of them, and to attach them to their official report to the UNCCD.
The compilation of the PPS is guided by means of a template. These
Add a Programme/Project
Import from CSV
Choose File
No file chosen
Upload

CSV stands for **Comma Separated Value (CSV)**. A comma-separated values (CSV) file is used for the digital storage of data structured in a table of lists form, where each associated item (member) in a group is in association with others also separated by the commas of its set. Each line in the CSV file corresponds to a row in the table (Wikipedia.org).

It must be noted that the function **Import from CSV** has its pros and cons. While on the one hand it allows the user to import large amount of information in PRAIS with a single click, on the other hand there is a risk that such information is not fully aligned with the options available in the PRAIS portal itself. This could be due to human error (wrong interpretation of a question, mistyped text, etc.) or intentional decision by the user to ignore the guidelines provided. It must be noted than the quality of the information entered through this function will be as good as the quality of the information entered in the excel spreadsheet in the first place and their compliance with the guidance provided. Users of this function are strongly advised to review their reports carefully after the importing in order to verify completeness and accuracy of the information

Before importing the related data, you will need to take the following steps:

1) Review thoroughly the MS Excel spreadsheet (.xls or .xlsx) you have pre-compiled. In order to import successfully your data for all questions, it is absolutely crucial that all the entries have been entered in accordance with the guidance provided in the template. It is also important that for all the questions that contain a predetermined set of answers the information entered is consistent with options which are available in the PRAIS portal (such as RACs, OECD purpose codes, etc.). In the event of a mismatch between the spreadsheet and available options in PRAIS the specific entry will be rejected and the question will remain blank. The user can refer to the Checklists available in Annex 1 in order to complete the review of their spreadsheets.

2) Make sure you have not, in any way, made changes to the original questions such as deleting columns (even empty ones). If you have done so, we advise you to copy and paste all the data into an empty template.

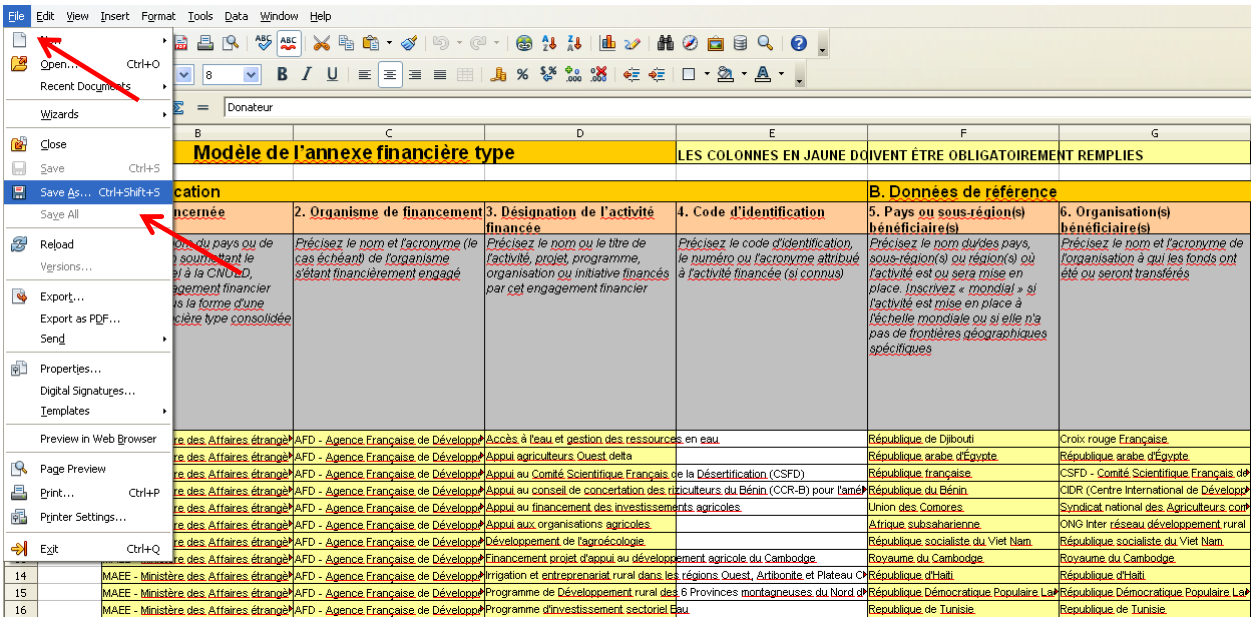
3) Before being able to import your data, you will need save your Microsoft excel spreadsheet as a **Comma Separated Value (CSV)** files (one for the SFA and one for the PPS) using the encoding standard **Unicode (UTF-8)** adopted by the PRAIS portal for its multilingual interface.

4) There are several possible ways of doing so (consult your IT or write to prais-support@unccd.int if encounter major issues), but the most simple we would like to suggest is by using the application **OpenOffice.org Calc** (possibly the latest version 3.2):

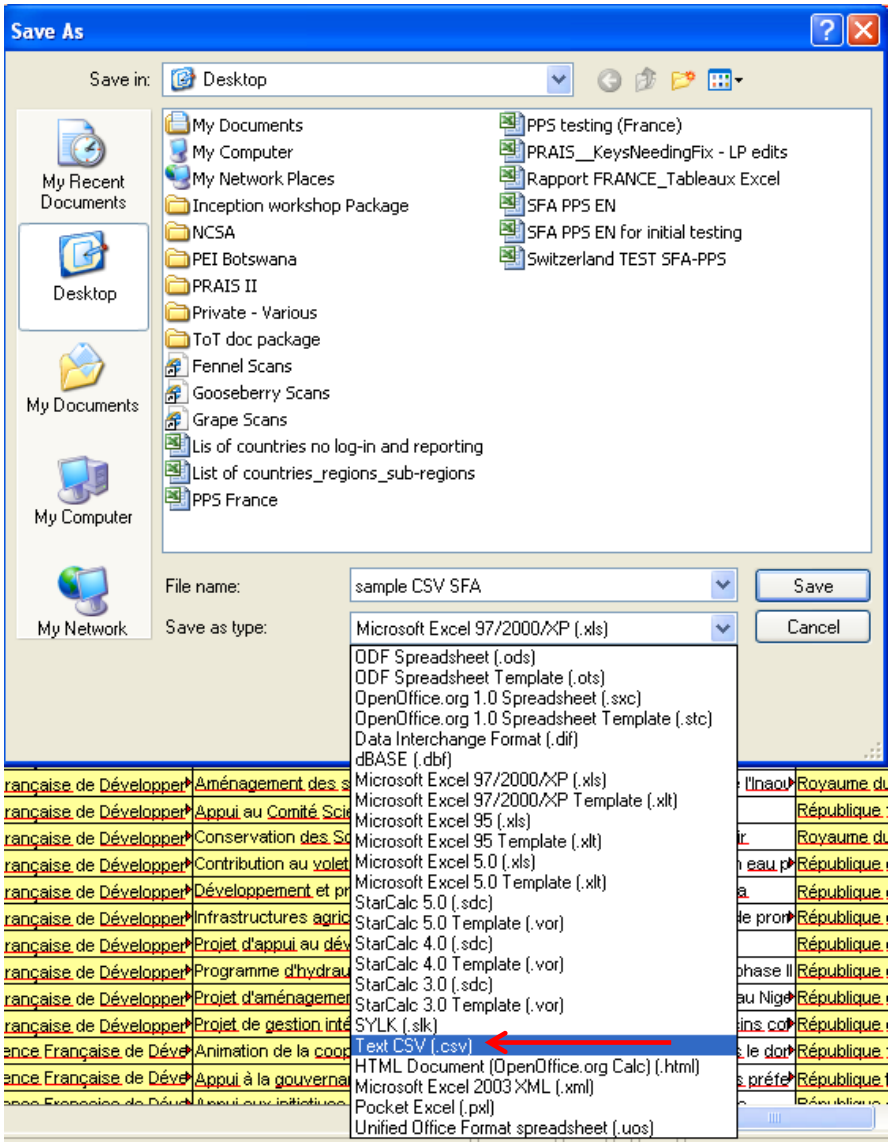
    a. Make sure that the latest version of Open Office is installed on your machine;

    b. Open your spreadsheet for SFA and PPS using **OpenOffice.org Calc.** You can right-click on your file and select the option "**Open with**", and the select **OpenOffice.org Calc**. If not available in the list of options you can select the programme through **Choose Programme**.

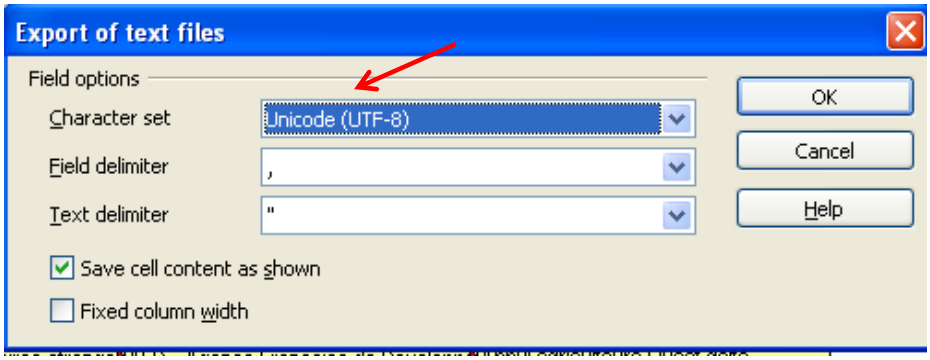
    c. Go to **File** and then **Save as.**



d. Then select the option **Text CSV (.csv)** under Save as type and **Save** your file.

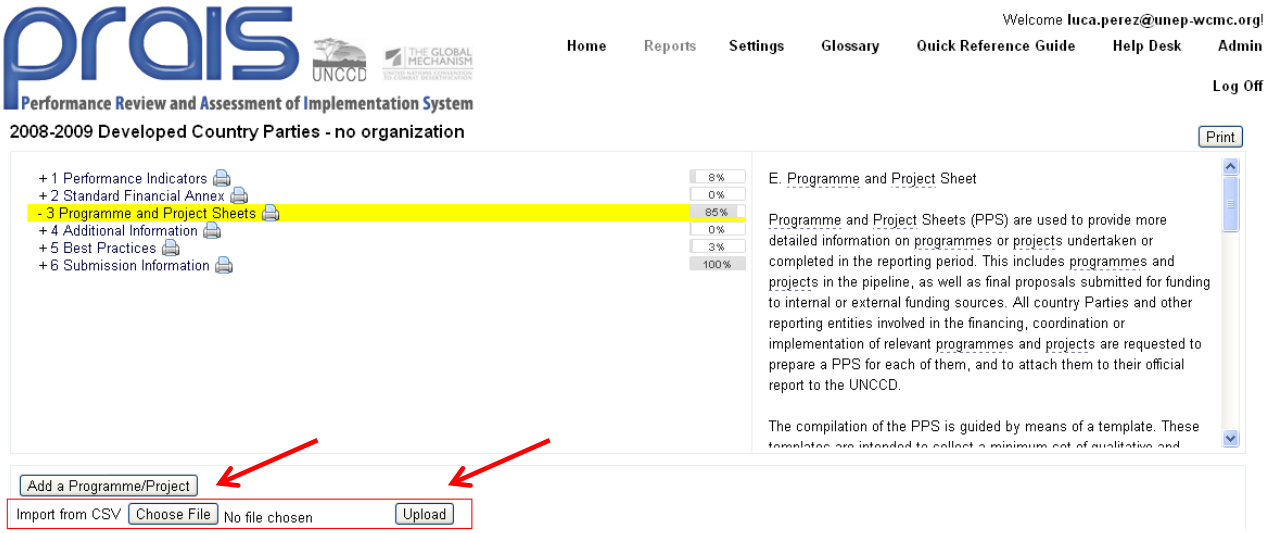


e. Before saving the file the windows below will appear giving you the opportunity to define the correct character set **Unicode (UFT-8)**. Make sure that the remaining options are as per the screenshot below (Field delimited and text delimiter).



f. Your file is now ready to be uploaded into the PRAIS portal. Please remember to undertake the same process in order to obtain an SFA CSV file and a PPS CSV file.

In order to import the spreadsheet, go to the relevant section of the report (SFA or PPS) and select the appropriate function and shown in the screenshot below by clicking on **Choose File (or Browse)**. Wait a few second until the file has been selected and then push the **Upload** button. In a few seconds your SFAs and PPSs will be uploaded. The system will also mark the relevant questions as "Complete".


prais
Performance Review and Assessment of Implementation System
Welcome luca.perez@unep-wcmc.org!
Home
Reports
Settings
Glossary
Quick Reference Guide
Help Desk
Admin
Log Off
2008-2009 Developed Country Parties - no organization
Print
+ 1 Performance Indicators
+ 2 Standard Financial Annex
- 3 Programme and Project Sheets
+ 4 Additional Information
+ 5 Best Practices
+ 6 Submission Information
E. Programme and Project Sheet
Programme and Project Sheets (PPS) are used to provide more detailed information on programmes or projects undertaken or completed in the reporting period. This includes programmes and projects in the pipeline, as well as final proposals submitted for funding to internal or external funding sources. All country Parties and other reporting entities involved in the financing, coordination or implementation of relevant programmes and projects are requested to prepare a PPS for each of them, and to attach them to their official report to the UNCCD.
The compilation of the PPS is guided by means of a template. These
Add a Programme/Project
Import from CSV
Choose File
No file chosen
Upload

As mentioned above, the CSV importer can facilitate automatic filling of the data, but may results in a series of questions not being filled in correctly for a number of reasons. Therefore, users are encouraged to review their report either in PRAIS or in the print-out.

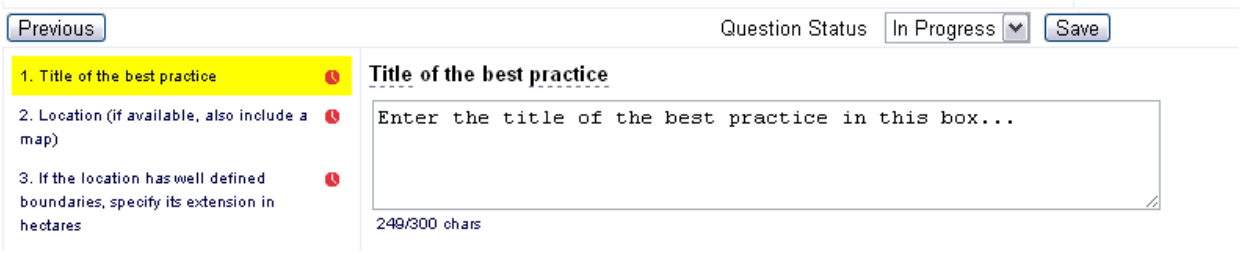
5.2.5. Question types

There are a number of different question types that you will come across when completing the report. **Sections a – f** below provide an overview of each of these question types.

a. Free text

These questions consist of simple text boxes that allow the user to enter and combination of plain text characters, i.e. letters, numbers, symbols etc. Each text box has a character limit which can be seen in the lower left hand corner. The character limit automatically updates when you enter information into the text box to indicate how many characters are remaining. You should use these character limits to help guide the length of your responses.

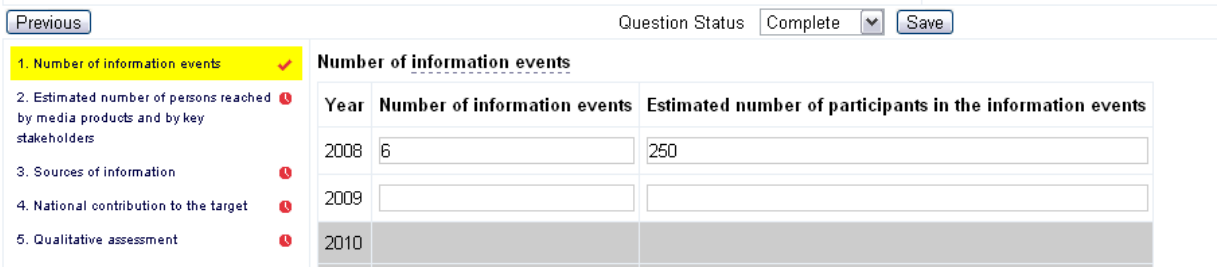
The example below is taken from **Best Practices – Description – Section1. Context of the best practice**:


Previous
Question Status
In Progress
Save
1. Title of the best practice
2. Location (if available, also include a map)
3. If the location has well defined boundaries, specify its extension in hectares
Title of the best practice
Enter the title of the best practice in this box...
249/300 chars

b. Numeric fields

A number of questions require a numeric answer only, for example a question may ask for a specific number of products or a percentage value. These questions will only allow you to enter numbers and so any text you enter will be automatically removed from the question field. Some questions also have answer logic imposed on them and will not allow you to submit answers which do not agree with the question being asked. Examples may include figures over 100 being entered in percentage fields, or decimals entered where whole numbers are required.

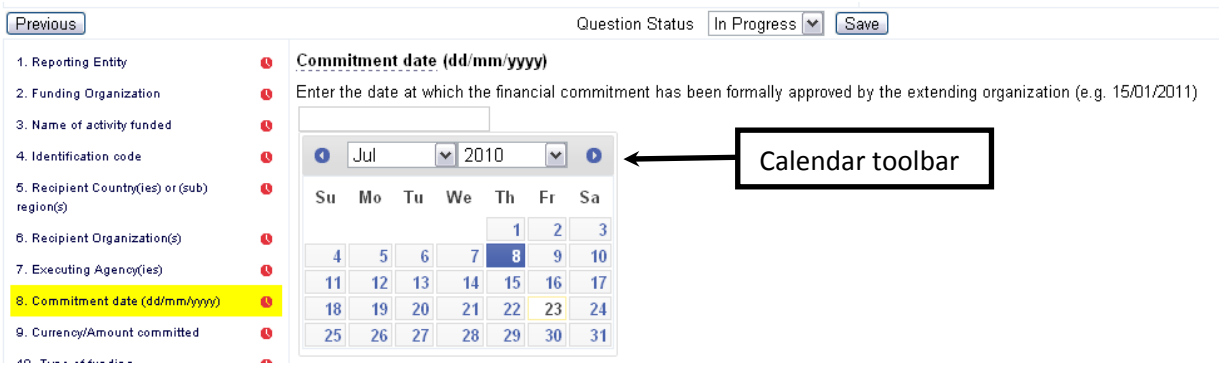
The example below is taken from **Performance indicator CONS-0-1 for Outcome 1.1**:



c. Date

Questions that require a date to be entered automatically provide you with an interactive calendar from when you first click on the question field. You can directly select the month and year you require by using the **drop-down menus**, or by scrolling through the months using the **next** and **previous** arrows, both of which are located in the top toolbar of the calendar. Then you click on the required date to enter your answer into PRAIS.

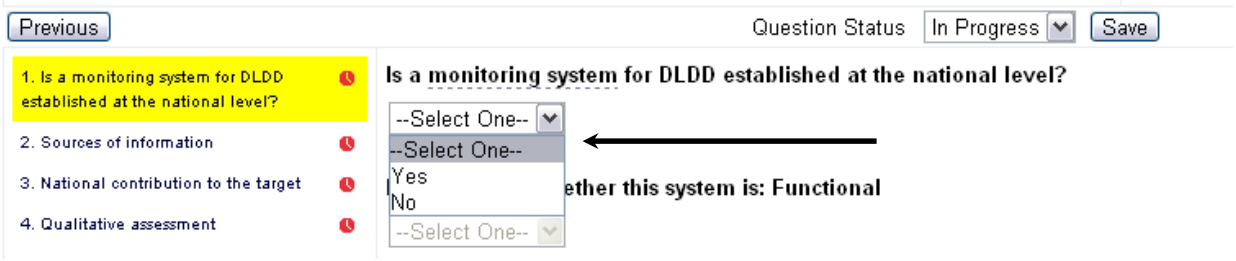
The example below is taken from the **Standard Financial Annex – Commitment date**:



d. Yes/No

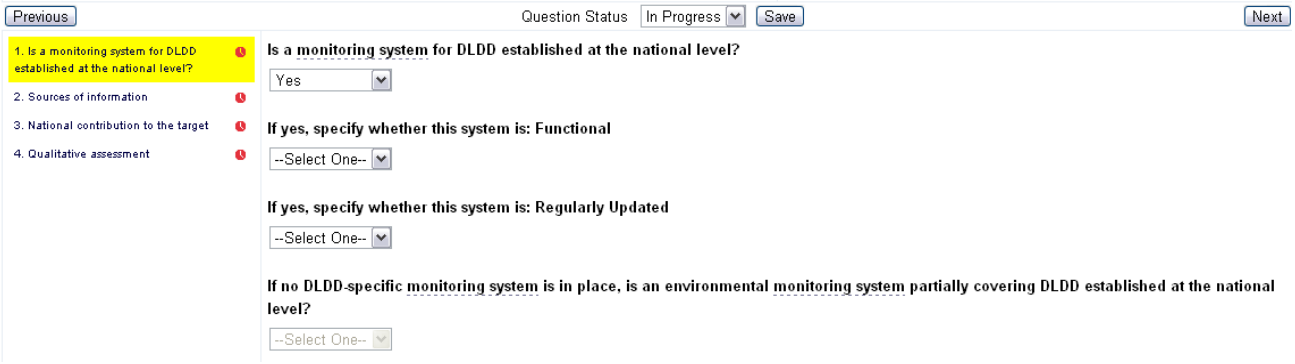
Many questions require a simple yes/no answer. Drop-down menus are provided from which to make your selection. Just click on the drop-down to reveal the options and then click on either yes or no to record your response in PRAIS.

The example below is taken from **Performance indicator CONS-0-8 for Outcomes 3.1 and 3.2**:



Yes/no logic: Your selection of yes/no as described above will sometimes have a direct effect on the subsequent questions that become available for you to fill in. These questions follow the yes/no drop-down and will usually start with **If yes** or **If no**.

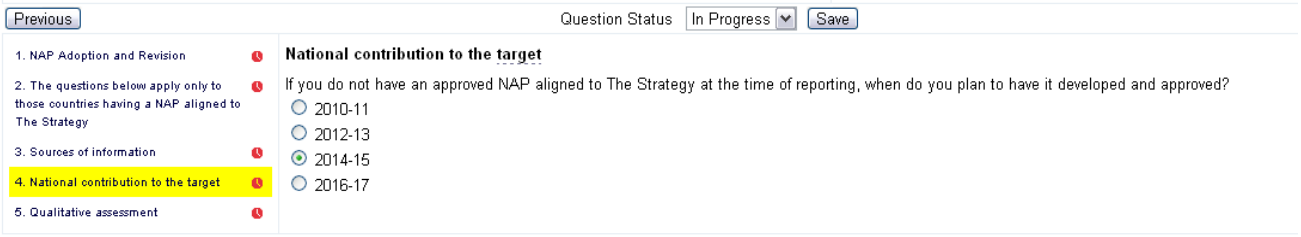
In the example below, also from **Performance indicator CONS-0-8 for Outcomes 3.1 and 3.2** you can see that when '**Yes**' is selected in the first drop-down, the following two questions starting with **If yes** become active whilst the third question starting with **If no** is greyed out. You are only required to respond to the activated questions.


Previous
Question Status
In Progress
Save
Next
1. Is a monitoring system for DLDD established at the national level?
2. Sources of information
3. National contribution to the target
4. Qualitative assessment
Is a monitoring system for DLDD established at the national level?
Yes
If yes, specify whether this system is: Functional
--Select One--
If yes, specify whether this system is: Regularly Updated
--Select One--
If no DLDD-specific monitoring system is in place, is an environmental monitoring system partially covering DLDD established at the national level?
--Select One--

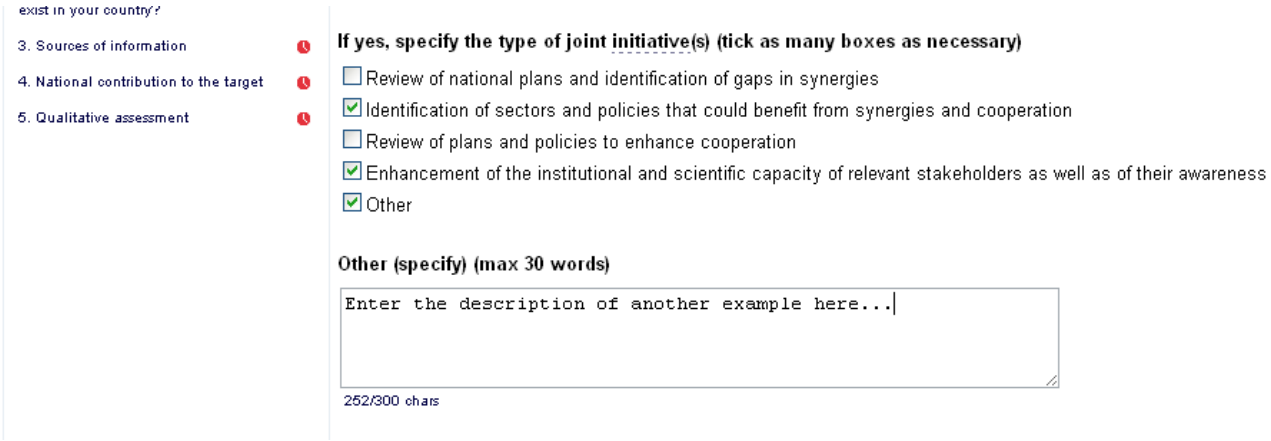
e. Multiple choice

Some questions will provide you with a number of options from which to select your answer. These questions may either require a **single-selection** or in some cases and **multiple-selection** response. Questions requiring a single-selection will provide you with **round radio buttons** whereas questions requiring a multiple-selection will provide you with **square tick boxes**.

The example of a single-selection question below is taken from **Performance indicator CONS-0-5 for Outcomes 2.1, 2.2 and 2.3**:


Previous
Question Status
In Progress
Save
1. NAP Adoption and Revision
2. The questions below apply only to those countries having a NAP aligned to The Strategy
3. Sources of information
4. National contribution to the target
5. Qualitative assessment
National contribution to the target
If you do not have an approved NAP aligned to The Strategy at the time of reporting, when do you plan to have it developed and approved?
2010-11
2012-13
2014-15
2016-17

The example of a multiple-selection question below is taken from **Performance indicator CONS-0-7 for Outcome 2.5**. This example also illustrates how a **text box** is often combined with multiple-selection questions so that you can specify and describe **Other** if your response isn't already included in the list:


exist in your country?
3. Sources of information
4. National contribution to the target
5. Qualitative assessment
If yes, specify the type of joint initiative(s) (tick as many boxes as necessary)
Review of national plans and identification of gaps in synergies
Identification of sectors and policies that could benefit from synergies and cooperation
Review of plans and policies to enhance cooperation
Enhancement of the institutional and scientific capacity of relevant stakeholders as well as of their awareness
Other
Other (specify) (max 30 words)
Enter the description of another example here...
252/300 chars

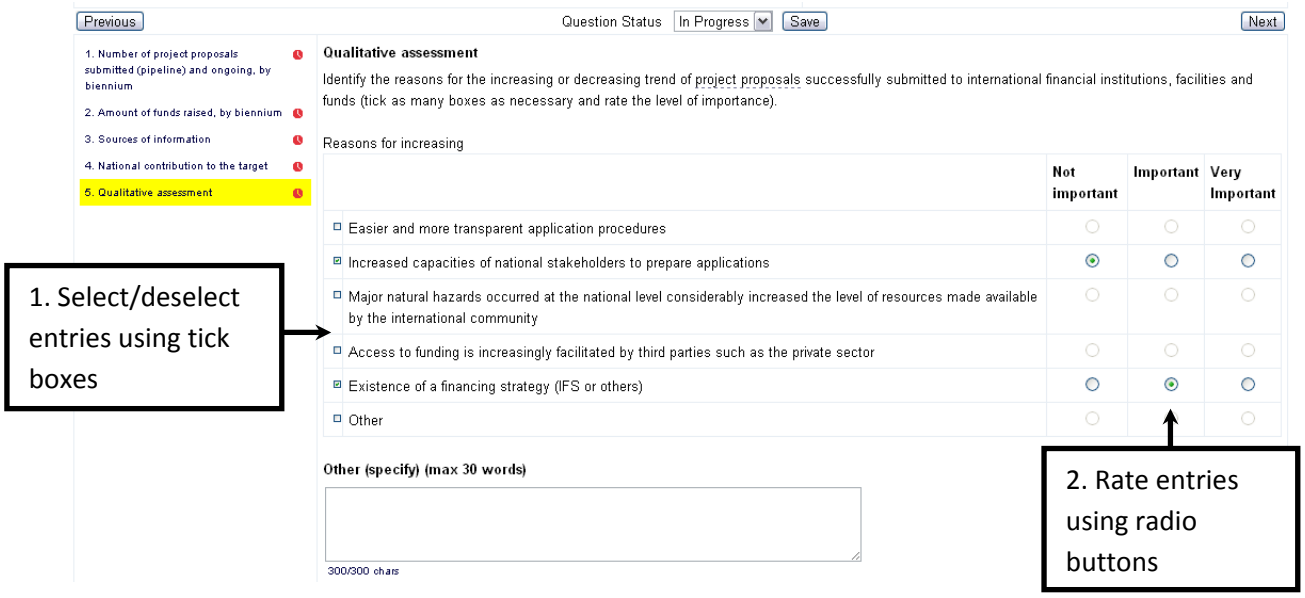
f. Rating multiple responses

Some questions will ask you to make a multiple-selection as described in **section 5.2.4 (e)** above and then also rate each of your selections as **Not important**, **Important** or **Very Important**.

First, tick each box on the left hand side for each entry you wish to include in your response, and then click the radio buttons on the right hand side to select your rating for each entry. The radio buttons will only allow you to select one rating per entry.

Click again in the box on the left hand side to remove both an entry and the corresponding rating.

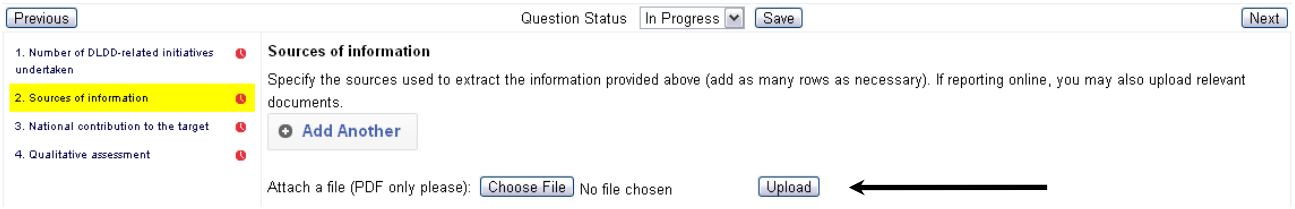
The example below is taken from **Performance indicator CONS-0-17 for Outcome 5.3**:


Previous
Question Status In Progress Save
Next
1. Number of project proposals submitted (pipeline) and ongoing, by biennium
2. Amount of funds raised, by biennium
3. Sources of information
4. National contribution to the target
5. Qualitative assessment
Qualitative assessment
Identify the reasons for the increasing or decreasing trend of project proposals successfully submitted to international financial institutions, facilities and funds (tick as many boxes as necessary and rate the level of importance).
Reasons for increasing
Not important
Important
Very Important
Easier and more transparent application procedures
Increased capacities of national stakeholders to prepare applications
Major natural hazards occurred at the national level considerably increased the level of resources made available by the international community
Access to funding is increasingly facilitated by third parties such as the private sector
Existence of a financing strategy (IFS or others)
Other
Other (specify) (max 30 words)
300/300 chars
1. Select/deselect entries using tick boxes
2. Rate entries using radio buttons

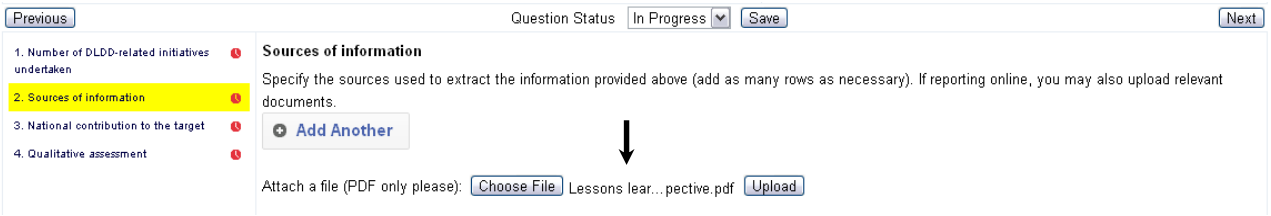
f. Uploading PDF files

For some parts of the report you may be provided with the option of uploading PDF files to support your answers. This is especially true for the **Sources of Information** section for each performance indicator.

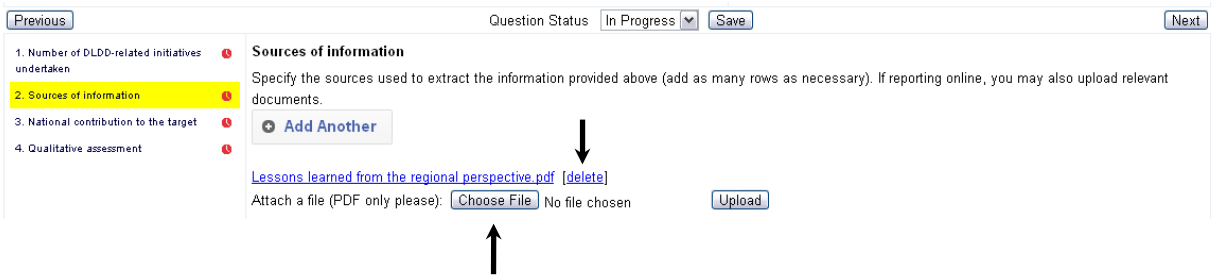
When you have the option to upload a file you will be provided with the following upload buttons:


Previous
Question Status In Progress Save
Next
1. Number of DLDD-related initiatives undertaken
2. Sources of information
3. National contribution to the target
4. Qualitative assessment
Sources of information
Specify the sources used to extract the information provided above (add as many rows as necessary). If reporting online, you may also upload relevant documents.
Add Another
Attach a file (PDF only please): Choose File No file chosen Upload

To upload a PDF, simply click on **Choose file** and browse for the required file on you system. When you have selected the file by double-clicking in your Windows browser, the name of the file chosen for upload will appear to the **right** of the Choose file button:


Previous
Question Status In Progress Save
Next
1. Number of DLDD-related initiatives undertaken
2. Sources of information
3. National contribution to the target
4. Qualitative assessment
Sources of information
Specify the sources used to extract the information provided above (add as many rows as necessary). If reporting online, you may also upload relevant documents.
Add Another
Attach a file (PDF only please): Choose File Lessons lear...pective.pdf Upload

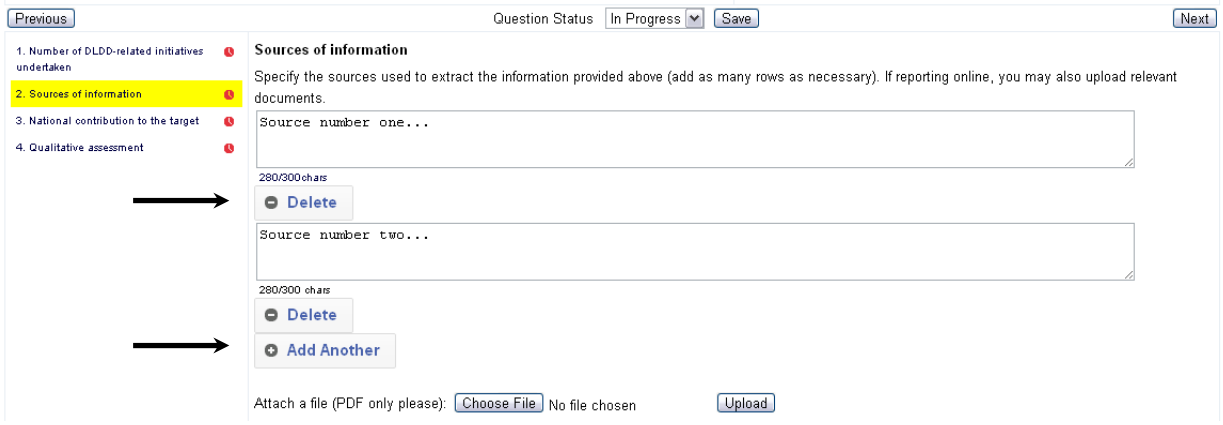
Click upload to confirm the upload of the file to PRAIS. In a few seconds the browser window will reload and the file will have been uploaded to PRAIS to complete the process. You are then provided with the option to **Delete** the file to the right of the file name, or to choose another file using the buttons below:


Previous
Question Status
In Progress
Save
Next
1. Number of DLDD-related initiatives undertaken
2. Sources of information
3. National contribution to the target
4. Qualitative assessment
Sources of information
Specify the sources used to extract the information provided above (add as many rows as necessary). If reporting online, you may also upload relevant documents.
Add Another
Lessons learned from the regional perspective.pdf [delete]
Attach a file (PDF only please):
Choose File
No file chosen
Upload

g. Add another

A number of questions will provide you with the option to **add another** entry. For example, if there is more than one Source of information for an indicator you are able to add one text box for each additional source. Where this is available, you will be provided with an **Add Another** button. Clicking on this button will load a new text box immediately underneath the previous one. To delete additional text boxes, click the **Delete** button.

In the example below, a second text box has been added under the first:



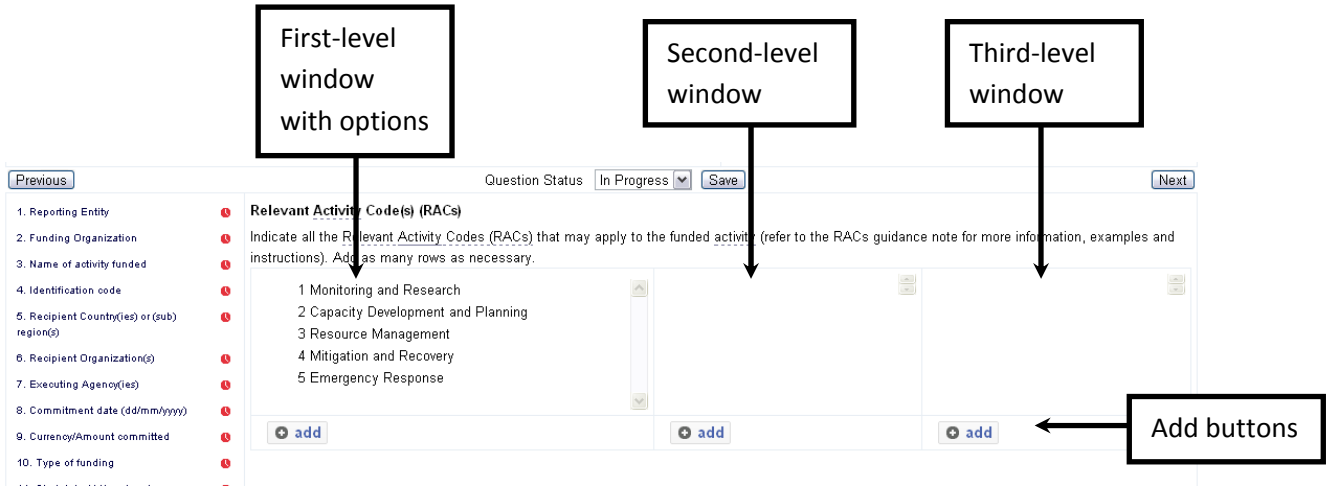
h. Drop-down menus

Questions in the Standard Financial Annex and Programme and Project Sheet will sometimes provide you with a list of options in a drop-down menu which you select by **clicking once** on the option you want to **highlight** it and then clicking the **Add** button at the bottom of the list. The options you have selected will then appear as a list underneath the drop-down windows.

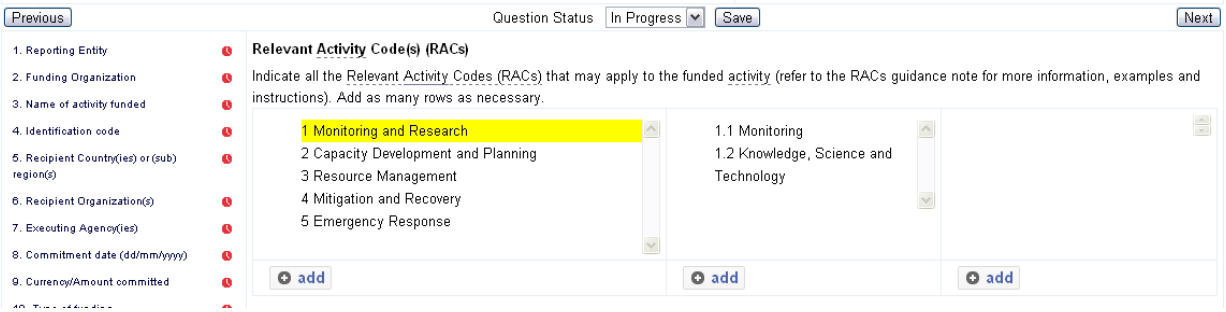
Sometimes, clicking on the **first-level option** will reveal a list of **second-level options** in a second window to the right of the first-tier options. There are also **third-level options** for some questions which appear in a window to the far right of the screen. Options that take this hierarchical form will always appear from left to right.

Each of these lists works in the same way – just **highlight** and click **Add**. Even if third-level options are available, you can often just add either the first-level or second-level to your list if you do not wish to go into the level of detail required for the third-level options.

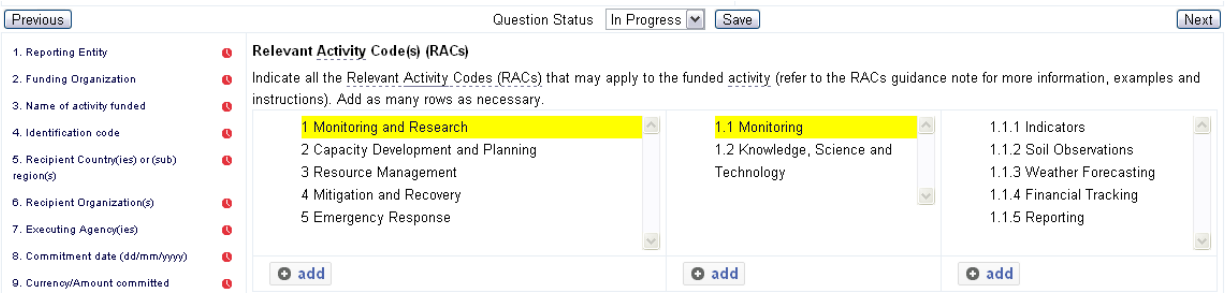
The example below is taken from the **Standard Financial Annex – 15. Relevant Activity Codes**:



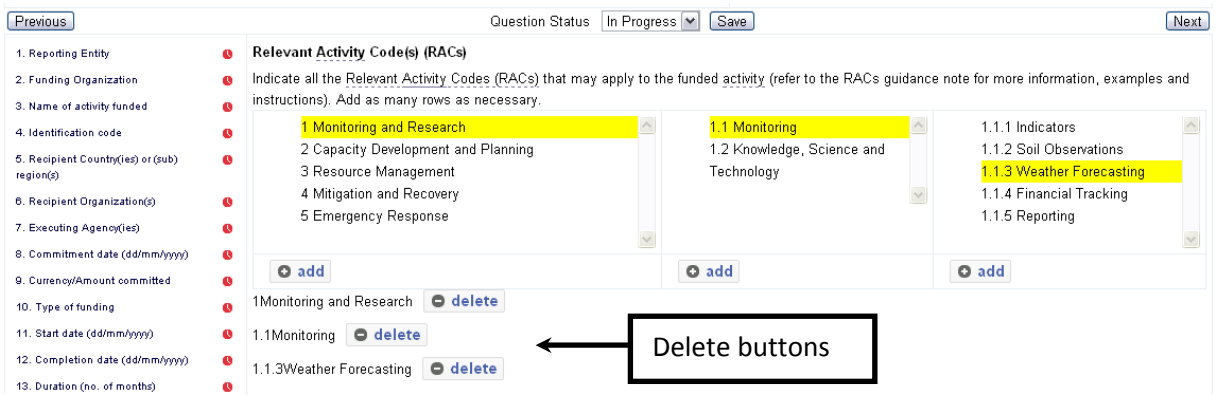
Below, an option from the first-level window has been selected making the second-level options visible in the second-level window:


Previous
Question Status
In Progress
Save
Next
Relevant Activity Code(s) (RACs)
Indicate all the Relevant Activity Codes (RACs) that may apply to the funded activity (refer to the RACs guidance note for more information, examples and instructions). Add as many rows as necessary.
1 Monitoring and Research
2 Capacity Development and Planning
3 Resource Management
4 Mitigation and Recovery
5 Emergency Response
1.1 Monitoring
1.2 Knowledge, Science and Technology
add
add
add

Then, an option from the second-level window has been selected, making the third-level options visible in the third-level window:



Below, the three highlighted options have been added to the list by clicking the **Add** buttons under each corresponding window. The options added to the list can be deleted by clicking the **Delete** button to the right of each option:

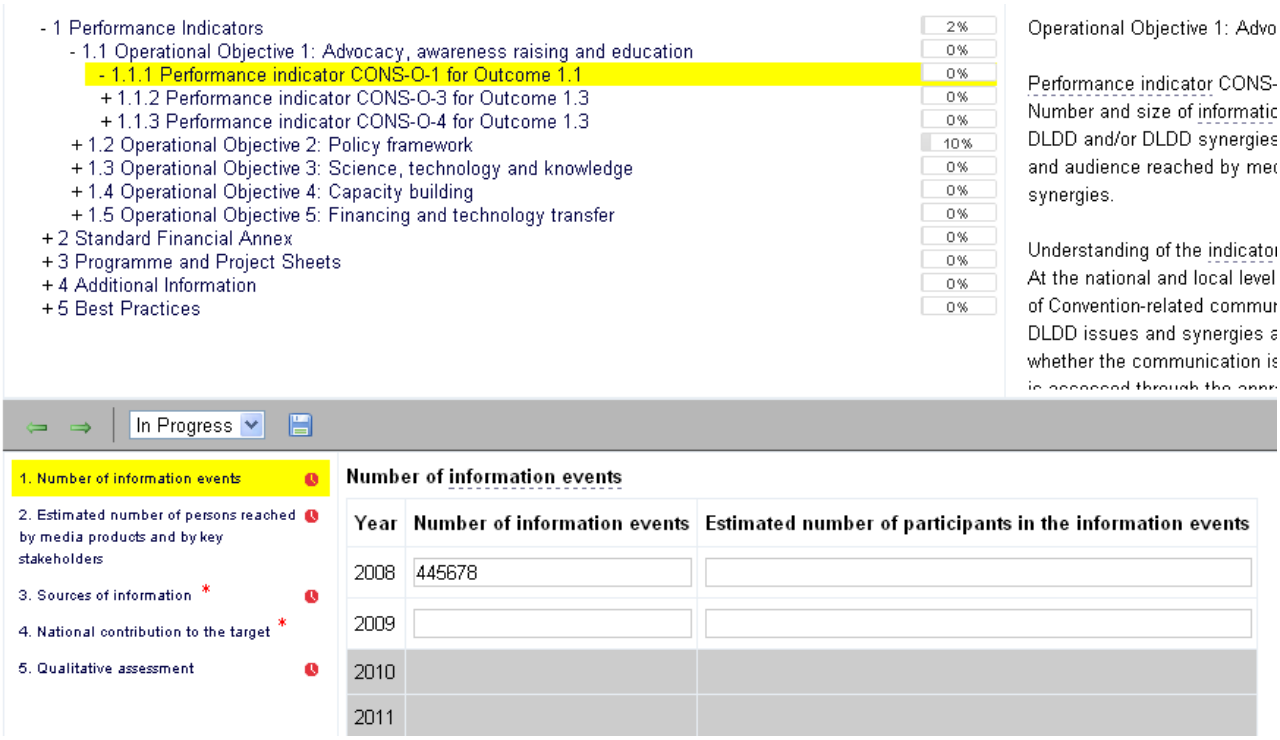


5.2.6. Mandatory questions

Mandatory questions are with a red asterisk (*) next to the question tags as shown in the screenshot below.

Please note that the system requires that all mandatory questions are answered and marked as "Complete". If a Reporting Entity does not intend or is not in a position to provide an answer to a mandatory question, this needs to be marked as "No answer"

An error message will be displayed in the submission page if the user attempts to submit a report where all mandatory questions have not been answered and marked as "Complete" or, alternatively, marked as "No answer".

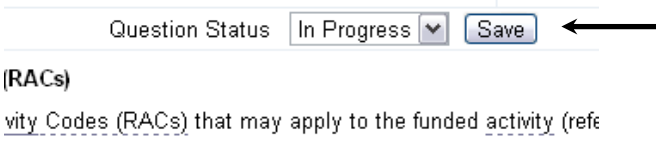

- 1 Performance Indicators 2%
- 1.1 Operational Objective 1: Advocacy, awareness raising and education 0%
- 1.1.1 Performance indicator CONS-O-1 for Outcome 1.1 0%
+ 1.1.2 Performance indicator CONS-O-3 for Outcome 1.3 0%
+ 1.1.3 Performance indicator CONS-O-4 for Outcome 1.3 0%
+ 1.2 Operational Objective 2: Policy framework 10%
+ 1.3 Operational Objective 3: Science, technology and knowledge 0%
+ 1.4 Operational Objective 4: Capacity building 0%
+ 1.5 Operational Objective 5: Financing and technology transfer 0%
+ 2 Standard Financial Annex 0%
+ 3 Programme and Project Sheets 0%
+ 4 Additional Information 0%
+ 5 Best Practices 0%
Operational Objective 1: Advo
Performance indicator CONS-
Number and size of informatic
DLDD and/or DLDD synergies
and audience reached by mec
synergies.
Understanding of the indicato
At the national and local level
of Convention-related commur
DLDD issues and synergies a
whether the communication is
In Progress
1. Number of information events
2. Estimated number of persons reached by media products and by key stakeholders
3. Sources of information *
4. National contribution to the target *
5. Qualitative assessment
Number of information events
Year
Number of information events
Estimated number of participants in the information events
2008
445678
2009
2010
2011

5.2.7. Completing a question

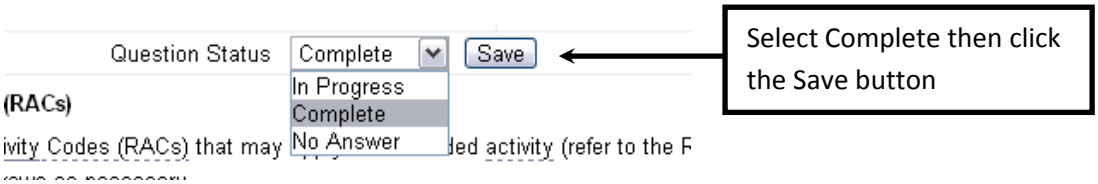
Ideally, the submitted report will comprise answers to all questions. The percentage completion of the report as shown by the **Progress Bars** will then be close to 100%.

When you have completed a question you need to register the question as **Completed** using the tools in the **Question Toolbar** which appears above the question screen (see **section 5.2.2.** of the user guide). By default, the drop-down menu will indicate that the question is **In Progress** until you select and save a different option. When you move on to the next question, this will update the **Progress Bars** which track progress towards completion of the report.

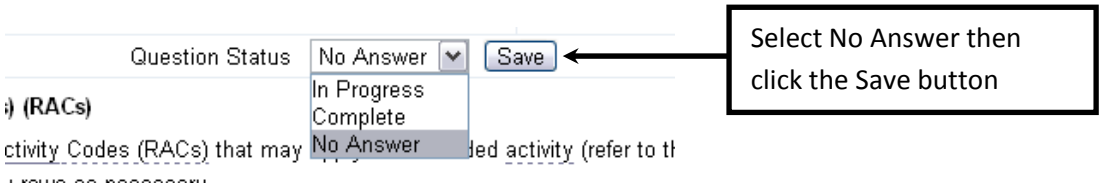
Question toolbar indicating question is In Progress



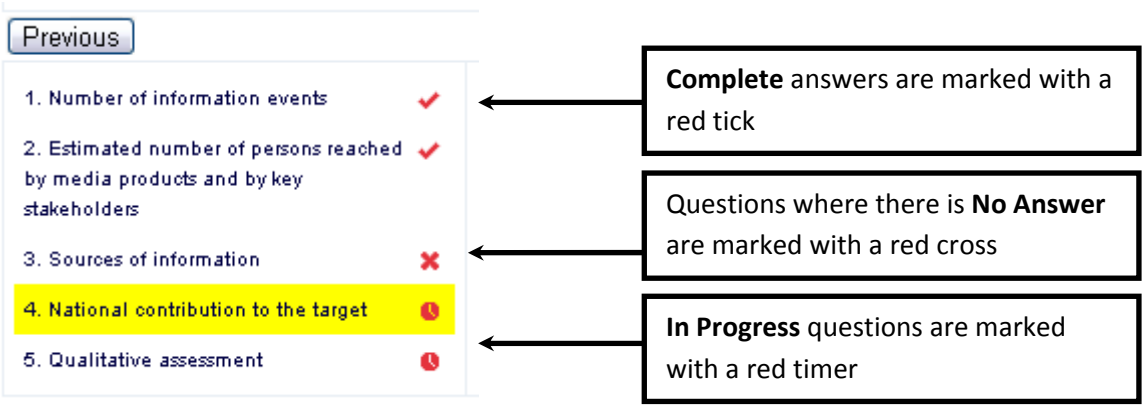
When you have completed a question, click on the drop-down menu and select **Complete**. Then click **Save**.



<u>If the question is not applicable or will not be answered in the final report</u> you should select **No Answer** from the drop-down menu instead of **Complete** and then click **Save** as described above. This will update the **Progress Bars** to recognise the question as final and requires no further action, i.e. it is complete.



You can easily see which questions are **Complete**, have **No Answer** or still **In Progress** by observing the symbols in the **Question Tabs** to the left hand side of the **Question Screen**, as shown below:


Previous
1. Number of information events
2. Estimated number of persons reached by media products and by key stakeholders
3. Sources of information
4. National contribution to the target
5. Qualitative assessment
Complete answers are marked with a red tick
Questions where there is **No Answer** are marked with a red cross
In Progress questions are marked with a red timer

N.B. In order to be able to successfully submit a report it is crucial that no question shall be left as “In progress”. Users are strongly advised to mark any question as “Complete” or “No answer” during the compilation of the report.

6. Submitting the report

As shown in the screenshot below, the submit button is available next to the link to your report in progress in the “Reports” page of the PRAIS portal.

After having pressed the "Submit" button, the system will initiate a validation check in order to verify that the questions have been completed correctly and their status has been marked as "Complete" or "No answer". Therefore, in order to obtain a successful, submission process it is crucial that no question shall be left as "In progress". Users are strongly advised to mark any question as "Complete" or "No answer" during the compilation of the report.

The validation check will normally require a few seconds/minutes depending on the size of the report and internet connection and will results in a Report submission page that will summarize the results of the automated validation process.

During the automated process, the system may identify:

1) **Errors,** in the event that mandatory questions have been left blank and not correctly marked as "complete" or "no answer". The Report cannot be submitted until they have been corrected.

2) **Warnings,** in the event that a question status is left as "In progress" or in the event that a question is marked as "Complete", but no data has been entered in one or more fields. Warnings are intended to point out at possible questions that might have erroneously been not completed fully, but can be ignored by checking the appropriate check box "**Ignore Warnings**" at the bottom of the screen. Warnings will not prevent submission of the Report.

If errors or warnings are identified, the Report submission page will provide with a list of the errors and warnings, with generic instructions on the action required and clickable links to the specific questions affected.

If no errors are identified, the report is ready for submission by clicking again that submit button that will appear at the bottom of the Report submission page. Please also remember to tick the acknowledge box "This Report is, to the extent of my knowledge, correctly completely and truthfully filled" which appears just above the **Submit** button.

Upon successful submission of the report, the system will show an **acknowledgement message**, including date and time of submission of your report.

After submission, the report will remain available, in non-editable format, for consultation by the Reporting Entity.

ANNEX 1 - CHECKLIST FOR SFA and PPS spreadsheet import function

CHECKLIST A - Standard Financial Annex	
1. Reporting Entity	If already available in the list of organizations in PRAIS, the entry in your spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system. New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
2. Funding Organization	If already available in the list of organizations in PRAIS, the entry in your spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system. New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
3. Name of activity funded	Free text. Please note that this field has a limitation of 300 characters.
4. Identification code	If not applicable – please leave blank
5. Recipient Country(ies) or (sub)region(s)	The entry in your spreadsheet for the field Country, Regions or Sub-regions should be the exact match of the list available in PRAIS. For instance “United Republic of Tanzania” or “Bolivia (Plurinational State of)”. Entries such as “Tanzania” or “Bolivia” may be rejected or generate a database error. Similarly for Regions/Subregions. If a project is “Global” please indicated “World”. Entries such as “Caribbean”, “Sub-Saharan Africa” or “ECOWAS” are not valid values in PRAIS and should be replaced with the most appropriate available value by approximation (for instance “Western Africa” for “ECOWAS”). Please note that the list of countries in PRAIS is only available in English. Multiple entries are possible using a comma (“,”) as a separator.
6. Recipient	If already available in the list of organizations in PRAIS, the entry in your

<table>
<tr><td>Organization(s)</td><td>spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system.

New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters.

Multiple entries are possible using a comma (“,”) as a separator.</td></tr>
<tr><td>7. Executing Agency(ies)</td><td>If already available in the list of organizations in PRAIS, the entry in your spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system.

New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters.

Multiple entries are possible using a comma (“,”) as a separator.</td></tr>
<tr><td>8. Commitment date (dd/mm/yyyy)</td><td>Valid format is only “dd/mm/yyyy”.</td></tr>
<tr><td>9. Currency</td><td>Please use 3-digit ISO currency codes only such as “EUR”, “USD” or “BWP”.</td></tr>
<tr><td>10. Amount committed</td><td>Enter the total amount of money committed as a numeric field, showing the entire figure (e.g. enter 1500000 to indicate 1.5 million). Do not use abbreviations, symbols or decimals.</td></tr>
<tr><td>11. Type of funding</td><td>Valid values are one of following only:

<table>
<tr><th>Type of Funding</th></tr>
<tr><td>Aid-funded debt relief</td></tr>
<tr><td>Associated Financing</td></tr>
<tr><td>Basket funding</td></tr>
<tr><td>Budget Authority (Discretionary)</td></tr>
<tr><td>Budget Authority (Mandatory)</td></tr>
<tr><td>Credit</td></tr>
<tr><td>Debt Reorganization</td></tr>
<tr><td>Debt Swap</td></tr>
<tr><td>Direct loan / Guarantees</td></tr>
<tr><td>Equity</td></tr>
<tr><td>Export Credit</td></tr>
<tr><td>Foreign Direct Investment</td></tr>
<tr><td>General Budget Support</td></tr>
<tr><td>Grant</td></tr>
<tr><td>Interest Concession</td></tr>
<tr><td>Loan (commercial)</td></tr>
<tr><td>Loan (concessional)</td></tr>
<tr><td>Off-Budget</td></tr>
</table>
</td></tr>
</table>

	Sectoral Budget Support
12. Start date (dd/mm/yyyy)	Valid format is only "**dd/mm/yyyy**".
13. Completion date (dd/mm/yyyy)	Valid format is only "**dd/mm/yyyy**".
14. Duration (no. of months)	Indicate the period covered by this funding, if applicable, expressed in number of months **(numeric field. Do not use abbreviations, symbols or decimals)**
15. Rio marker for desertification	Valid values are the numeric digits "0", "1", "2" or "3" only.
16. Relevant Activity Code(s) (RACs)	The entry in your spreadsheet for this field should be the exact match for one of the available values in PRAIS. Consult the Relevant Activity Codes list if you are certain: http://www.unccd.int/prais/docs/RACs_en.pdf. Multiple entries are possible using a comma (",") as a separator.
17. Sources of information	Free text. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (",") as a separator.

CHECKLIST B – Programme and Project Sheet	
1. Title	Free text. Please note that this field has a limitation of 300 characters.
2. Organization(s)	If already available in the list of organizations in PRAIS, the entry in your spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system. New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
3. Role of the Organization(s) in the Programme/Project	Valid values are one of the following only. • Funder (non ODA) • Executing Agency • Implementing agency • Cooperating Institution • Recipient • Donor (ODA) • Other
4. Civil Society Organizations (CSOs) and Science & Technology Institutions (STIs)	Free text. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
5. Recipient Country(ies) or (sub)region(s)	The entry in your spreadsheet for the field Country, Regions or Sub-regions should be the exact match of the list available in PRAIS. For instance “United Republic of Tanzania” or “Bolivia (Plurinational State of)”. Entries such as “Tanzania” or “Bolivia” may be rejected or generate a database error. Similarly for Regions/Subregions. If a project is “Global” please indicated “World”. Entries such as “Caribbean”, “Sub-Saharan Africa” or “ECOWAS” are not valid values in PRAIS and should be replaced with the most appropriate available value by approximation (for instance “Western Africa” for “ECOWAS”). Please note that the list of countries in PRAIS is only available in English. Multiple entries are possible using a comma (“,”) as a separator.
6. Target Area size/administrative	6.1 Target Area size: **(numeric field. Do not use abbreviations, symbols or decimals)**

unit	6.2 Administrative unit: free text, no limitations.
7. Target Group	Free text. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
8. Beneficiaries	**Numeric field. Do not use abbreviations, symbols or decimals)**
9. Identification code	If not applicable – please leave blank
10. Status	Valid values are one of following only: • Pipeline • Ongoing • Completed
11. Start date (dd/mm/yyyy)	Valid format is only “**dd/mm/yyyy**”.
12. Completion date (dd/mm/yyyy)	Valid format is only “**dd/mm/yyyy**”.
13. Programme/Project co-financing (please note that this a complex multiple entry question, including sub-questions	
13.1 Source	Provide the full name and acronym of all co-financing organizations: If already available in the list of organizations in PRAIS, the entry in your spreadsheet for this field should be the exact match. For instance “African Development Bank” or “Global environmental facility”. Abbreviations as ADB or GEF will not be recognized by the system. New entries (or entries that do not have a match in PRAIS) will be automatically stored in the text box “Other”. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.
13.2 Currency	Please use 3-digit ISO currency codes only such as “EUR”, “USD” or “BWP”. Multiple entries are possible using a comma (“,”) as a separator. Make sure the intended order with questions “13.1 Source” and “13.3 Amount” is respected
13.3 Amount	Enter the total amount of money committed as a numeric field, showing the entire figure (e.g. enter 1500000 to indicate 1.5 million). **Do not use abbreviations, symbols or decimals.** Multiple entries are possible using a comma (“,”) as a separator. Make sure the intended order with questions “13.1 Source” and “13.2 Currency” is respected

14. Rio markers	Rio marker for desertification: Valid values are the numeric digits “0”, “1”, “2” or “3” only. Rio markers for CBD, UNFCCC Adaptation and UNFCCC Mitigation: valid values are the numeric digits “0”, “1”, “2” only.
15. Strategic objectives	Indicate which strategic objective of the UNCCD 10-Year Strategy is addressed. Valid values are the numeric digits “1”, “2”, “3” or “4” only. Multiple entries are possible using a comma (“,”) as a separator.
16. Operational objectives	Indicate which operational objective of the UNCCD 10-Year Strategy is addressed. Valid values are the numeric digits “1”, “2”, “3”, “4” or “5” only. Multiple entries are possible using a comma (“,”) as a separator.
17. Programme/Project Objectives	Indicate the objectives pursued by the Programme/Project, as specified in the related documentation, choosing from the list of purpose codes. http://www.oecd.org/document/21/0,3343,en_2649_34447_1914325_1_1_1_1,00&&en-USS_01DBC.html
18. Programme/Project Components (please note that this is a complex multiple entry question, including sub-questions). **PLEASE USE COMMAS FOR SEPARATE ANSWERS AND KEEP THE SAME ANSWER ORDER THROUGHOUT EACH FIELD. TO EACH PROGRAMME/PROJECT COMPONENT CORRESPONDS A CURRENCY, AN AMOUNT, A RIO MARKER AND A RELEVANT ACTIVITY CODE.**	
18.1 Programme/Project components	Provide the PROGRAMME/PROJECT COMPONENT. Multiple entries are possible using a comma (“,”) as a separator.
18.2 Currency	Please use 3-digit ISO currency codes only such as “EUR”, “USD” or “BWP”. Multiple entries are possible using a comma (“,”) as a separator. Make sure the intended order with questions “13.1 Source” and “13.3 Amount” is respected
18.3 Amount	Enter the total amount of money committed as a numeric field, showing the entire figure (e.g. enter 1500000 to indicate 1.5 million). **Do not use abbreviations, symbols or decimals.** Multiple entries are possible using a comma (“,”) as a separator. Make sure the intended order with questions “13.1 Source” and “13.2 Currency” is respected
18.4 Rio marker for desertification	Valid values are the numeric digits “0”, “1”, “2” or “3” only.
18.5 Relevant	The entry in your spreadsheet for this field should be the exact match for one of the

Activity Code(s) (RACs)	available values in PRAIS. Consult the Relevant Activity Codes list if you are certain: http://www.unccd.int/prais/docs/RACs_en.pdf. Multiple entries are possible using a comma (“,”) as a separator.
19. Expected or achieved results	Provide information on the results achieved or expected from the implementation of the Programme/Project. Please note that this field has a limitation of 1000 characters.
20. Sources of information	Free text. Please note that this field has a limitation of 300 characters. Multiple entries are possible using a comma (“,”) as a separator.